

## Position Description

Title: Purchaser  
Reporting To: Manager, Procurement  
Division: Electric & Controls  
Location: Calgary, Alberta

Tarpon is searching for a Purchaser to join our Electric & Controls team in Calgary, Alberta. The Purchaser is responsible for sourcing and quoting raw materials, cost reduction and managing key suppliers.

### Duties and Responsibilities

- Assists Estimators by providing pricing for quotations.
- Effective use of historical and other benchmarking data to ensure competitive pricing.
- Provides concise and accurate administration/preparation of purchase orders and/or other required documents involved with the procurement process.
- Generates and analyzes procurement and inventory related reports.
- Monitors/controls purchasing activities.
- Keeps up-to-date with new supply sources.
- Assists in the implementation and management of strategic purchasing initiatives.
- Ensures orders are meeting specified deadlines and paperwork from vendors is complete and correct.
- Investigates and resolves inventory discrepancies.
- Evaluates and advises Management of any serious ongoing issues with vendors.
- Complies with standards and procedures of the Tarpon Health & Safety Manual and Occupational Health & Safety Regulations.

### Skills, Abilities and Educational Background

- Minimum 3-5 years experience working in the Instrumentation and/or electrical wholesale industry.
- College or equivalent degree/certification in Purchasing preferred.
- Thorough understanding and knowledge of procurement processes.
- Previous integrated ERP experience an asset.
- Intermediate Microsoft Office skills (specifically Word and Excel).
- Ability to effectively manage multiple tasks.
- Detail oriented and committed to accuracy.
- Excellent time management and organizational skills.
- Superb communication, negotiation and customer services skills are essential.

Must have own transportation as location is not accessible with public transportation.

### Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary, a full benefits plan that is effective on the first day of employment and a matching RRSP program. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

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### To Apply

To apply for this posting, e-mail your **resume and cover letter** to [careers@tarponenergy.com](mailto:careers@tarponenergy.com). You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., 7020 - 81 Street SE, Calgary, AB T2C 5B8; Fax: 403-265-5825