

Intermediate Project Buyer/Expeditor

Title:	Intermediate Project Buyer/Expeditor
Location:	Calgary, Alberta
Job Type:	Part time Staff or Contract
Experience Level:	Intermediate
Education:	Post-Secondary diploma or certificate from a Business Administration or related program
Description:	Keywest Projects has immediate requirement for a Intermediate Project Buyer/Expeditor to join our busy engineering firm. This position will require a qualified person who is flexible, has the ability to multi-task, and is able to work within tight deadlines.
Responsibilities:	<p>The successful candidate will work closely with vendors, contractors, Project Engineers and Keywest clients to procure goods and services for oil and gas projects. The successful candidate will interface with Project Engineers providing input as to procurement and contracting strategies required on different projects.</p> <p>Buyer Duties include but are not limited to the following:</p> <ul style="list-style-type: none">• Execute the procurement cycle including development of bids lists, request for quotations, bid evaluations, award of goods and services• Contract bid preparation, quotation, evaluation and award• Adhere to procurement procedures and execution plans• Act as liaison between vendors, engineering and client supply chain management teams• Provided assistance as required for transportation and logistics, material management and tracking• Maintain schedule and milestones for procurement deliverables and update report for client• Identify long lead items and hard to source items to project team• Make recommendations for vendors of good reputation for inclusion to approved vendor list• Provided assistance as required to organize shop inspections as required <p>Expeditor Duties include but are not limited to:</p> <ul style="list-style-type: none">• Act as liaison between vendors and Keywest with regards to vendor clarifications technical and commercial received and expedited internally• Monitor the expediting progress of equipment and materials• Update project team regarding equipment and material delays and follow up on supplier's plan to restore schedule• Maintain schedule and milestones for vendor deliverables and update

- reports
- Maintain accurate and auditable records.
- As needed coordinate with document control to obtain and return vendor drawings and documents
- Expedite, drawings, data, schedule, equipment and material from vendors
- Review material and equipment invoices for compliance with purchase orders
- Coordinate with construction group to schedule transportation of equipment and any vendors required on project site
- Coordinate shop visits for expediting and trucking purposes as well as vendor equipment requirements and loading of equipment

Qualifications: The successful candidate should have 6 – 10 years' work directly related work experience in an EPCM environment. Additionally, candidates should have the following qualifications:

- Post-secondary education or training in related field would be an asset
- Knowledge of equipment used in the oil and gas industry
- Must have strong computer skills in all MS Office products
- Excellent interpersonal skills and a desire to be a strong team player and contributor in a dynamic, quality focused organization
- Strong organization skills with the ability to work within tight deadlines and manage multiple priorities
- Effective written and verbal communication skills
- High level of attention to details and accuracy
- Ability to work with minimal supervision
- Self-motivated and takes initiative to support improvements as needed to process and procedures to support a more efficient and effective environment

What We Offer: Keywest believes in growing careers as a team through opportunity and success and offers fast paced and challenging work environment in an organization that values and encourages quality. We offer competitive remuneration, profit sharing plan and benefit packages along with development opportunities that align with individual career plans. We create an environment where people can capitalize on their strengths and develop additional capabilities.

We will contact only those applicants with whom we wish to arrange a follow up interview. **No Agencies Please.**