

Project Buyer/Expeditor

Title:	Project Buyer/Expeditor
Location:	Calgary, Alberta
Travel Involved:	Occasional, as required by project
Job Type:	Full Time – Staff or Contract
Experience Level:	Intermediate/Senior – 5+ years of experience
Education:	Degree or Diploma in Business Administration
Reporting To:	Procurement Manager
The Role:	<p>Keywest has an immediate requirement for a Project Buyer whose primary role will be to procure goods and services for a variety of oil and gas projects for multiple clients. In this role the buyer will work closely with Vendors, Contractors, Project Engineers and Keywest Clients to provide goods and services in accordance specifications, bill of materials, scope of work and Engineering work packages. The Project Buyer will interface with Project Engineers team providing input as to procurement and contracting strategies required on different projects.</p>
Responsibilities:	<ul style="list-style-type: none">• Execute the procurement cycle including development of bids lists, request for quotations, bid evaluations, award, expediting and delivery of goods and services• Adhere to procurement procedures and execution plans• Act as liaison between vendors and engineering• Orchestrate all transportation and logistics, material management and tracking• Maintaining schedule and milestones for procurement deliverables and update report for client• Organize shop inspections as required• Process invoices and handle all related billing issues• Maintaining accurate and auditable records



Qualifications: The qualified candidate will have graduated from accredited post-secondary educational institute with a degree or diploma in Business Administration. In addition to 5 years of experience in upstream facilities oil and gas with an EPCM, producer, or midstream company, supply store, fabrication company, the eligible candidate will possess the following:

- Relevant experience in procurement materials in the oil and gas sector
- Experience with ADP open invoices considered an asset
- Experience working at an EPCM preferred
- Must be familiar with the Western Canadian market place
- Knowledge of equipment used in the oil and gas industry
- Must have strong computer skills in all MS Office products
- Strong interpersonal and communication skills

A desire to be a strong team player and contributor in a dynamic, quality focused organization.

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, a bonus program 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.