

Purchasing Coordinator

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is the independent regulator of offshore oil and gas activity off the coasts of Newfoundland and Labrador, on behalf of the federal and provincial governments. Created in 1986 through the Atlantic Accord and its implementing legislation, the C-NLOPB provides regulatory oversight of operator activities in the areas of health and safety, environmental protection, resource management and Canada-Newfoundland and Labrador benefits.

The C-NLOPB invites applications for the position of ***Purchasing Coordinator***. Reporting to the Purchasing and Property Services Lead, this position will:

- Prepare estimates and obtain quotes for purchasing of goods, materials and services, predominately focused on IT-related equipment, software and services
- Conduct research on potential products, vendors, and services
- Ensure vendor compliance with contract requirements and maintain vendor database
- Track details pertaining to shipping and delivery and liaise with vendors to resolve issues
- Assist in the receipt and coordination of purchased goods and services
- Process purchase requisitions and purchase orders
- Assist in the preparation of RFIs, RFPs, tenders and contracts
- Assist in the evaluation of bids
- Other related duties assigned as required

Qualifications:

- Post-secondary education in Business Administration or a related field
- At least two years experience in a purchasing role. Familiarity with purchasing IT equipment and services would be an asset.
- Knowledge of purchasing and inventory control policies
- Proficiency in MS Office, especially Excel
- Strong verbal and written communication skills
- Ability to work with minimal supervision, efficient organizational skills and detail-oriented
- Supply chain management designation such as SCMP or CPP would be an asset

Interested persons may submit an application by **January 10, 2022** to:

Human Resources Manager
Canada-Newfoundland and Labrador Offshore Petroleum Board
240 Waterford Bridge Road
The Tower Corporate Campus – West Campus Hall, Suite 7100
St. John's, NL A1E 1E2
E-mail: careers@cnlopb.ca

Any personal information you submit to the C-NLOPB in support of an application for employment is protected under privacy legislation. Our complete Privacy Statement and further details about the C-NLOPB can be accessed on our website at <http://www.cnlopb.ca>.

The C-NLOPB is an equal opportunity employer and values a diverse workforce.