

Buffalo Pound Water Treatment Plant

Purchasing and Inventory Control Coordinator

Located by Buffalo Pound Lake, the Buffalo Pound Water Treatment Plant (Plant) is seeking a Purchasing and Inventory Control Coordinator, responsible for the purchasing and inventory control of supplies, equipment and materials. The Plant provides a reliable and affordable supply of safe, high quality drinking water to the cities of Moose Jaw and Regina.

Reporting to the Manager, Maintenance and Engineering, this position is integral to the success of the Plant achieving its mandate. As the person responsible for the purchasing and inventory control functions, and through analysis, problem-solving and data management, you will develop, implement and maintain the policies and standard operating procedures. You will use a CMMS (computerized maintenance management system) to receive and maintain inventory, manage vendors, issue tenders and distribute materials and supplies as required. You will generate queries and reports from the CMMS to identify trends and patterns. Working closely with the Maintenance Foreman, you will assist in planning and scheduling maintenance activities. You are responsible for having the right product, at the right time, for planned maintenance activities. You support the safety culture of the Buffalo Pound Water Treatment Corporation by applying its safety protocols and guidelines to the warehousing and distribution of supplies and materials. On occasion, you will provide direction to people assigned to perform tasks within the scope of this position. As the Plant matures in its asset management practices, this role will evolve significantly over the next 5 years and the duties may change from time to time

This in-scope position is of interest to people who have their supply chain management professional designation (SCMP), post-secondary education in business administration and enjoy working in an industrial setting. You have considerable work experience in purchasing and inventory control. You have experience in establishing maintenance planning and scheduling processes and controls. Being technology-savvy, you are proficient using a CMMS, including data entry and retrieval. You have strong verbal and written communication skills. You use superior interpersonal skills to build and maintain internal and external relationships. You can work independently as well as in teams. An equivalent combination of experience and education will be considered.

Please see our website for a more detailed job description: www.buffalopoundwtp.ca

If you are interested in applying for the position of Purchasing and Inventory Control Coordinator, please submit your resume and cover letter to the attention of the Maintenance & Engineering Manager to postings@buffalopoundwtp.ca no later than **Friday, March 9, 2018.**