

Procurement Specialist

Lee Specialties Ltd designs and manufactures pressure control equipment, production logging tools, logging system and related equipment for the cased-hole wireline service industry.

Established in 1999, Lee Specialties Ltd now employs more than 125 people at our Red Deer, Alberta facilities, which means we have doubled our employees since 2009. We proudly serve both the national and international markets and are currently expanding our facilities into the USA with the opening of our new sister company, Lee Specialties (USA) LLC. We employ the gamut of vocations from skilled tradespeople to professional and are looking for out of the box thinkers to join our growing staff.

The best and most talented people form the Lee Specialties Ltd. team. Together, we make the innovations come alive. We are seeking a **Procurement Specialist** to join our team.

JOB SUMMARY:

In this integral role as a Procurement Specialist with our company, you will be given the freedom to use your creativity to build vendor relationships to ensure the purchasing of appropriate inventory is completed.

RESPONSIBILITIES:

- Receive requests for material purchasing
Source and obtain price quotations from catalogues, suppliers
- Issue Purchase Orders/process purchases within purchasing authority
- Build relationships with suppliers to schedule deliveries and to resolve problems
- Prepare and maintain purchasing files, reports and price lists in an organized manner so that the information is easy to find, and within the applicable Quality System requirements
- Source suppliers and purchasing miscellaneous shop supplies and parts as required
- Expand knowledge of company products and services
- Provide input to the development of purchasing policies and procedures
- Stay current with the internal and external factors impacting procurement function
- Advise departments of lead time required to obtain products or services
- Liaise with planner and project manager to ensure accurate purchasing for projects
- Other related duties as assigned by manager

QUALIFICATIONS and Experience:

- Mandatory to have previous experience working in a manufacturing environment and understand the process of machined parts

- Must have previous experience sourcing electrical/hydraulic systems & components, fabricated & machined parts plus industrial services (ie. equipment service, repairs & maintenance)
- Must possess the ability to read and interpret engineered drawings
- Must have at least 3-5 years previous purchasing experience
- Must possess ambition, tactful aggressive negotiation techniques, exceptional communication and leadership skills
Must possess the ability to work productively without supervision
- An advanced understanding of ERP Systems and computer skills is required
Strong organizational skills
Proven ability to develop supplier relationships
Knowledge of wireline equipment a definite asset

*Candidates selected for an interview will be required to provide trade references.

Apply:

Please provide cover letter, resume, and references with attention to Human Resources

Mail: Lee Specialties Ltd.
7739 Edgar Industrial Way
Red Deer, AB, T4P 3R2
Canada

Email: hr@leespecialties.com
Fax: 1-866-216-8131

Walk-ins welcome. Please come prepared with the appropriate documents.

We are an equal opportunity employer. We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.