



Junior Buyer/Planner - Calgary, Alberta

Our Company

Global Power Technologies (GPT) is the world's leading manufacturer and distributor of Thermoelectric Generators (TEG's) and a leading supplier of Remote Power Systems. The Company's products are used extensively in the oil and gas industry as well as for telecommunications, security and surveillance and military applications. With sales into 50 countries, GPT has been providing reliable solutions for critical remote power applications around the world since 1975.

We are currently seeking an energetic & highly motivated junior Buyer/Planner to join our team. You will be a part of a positive, respectful environment where we take genuine pride in all that we do and are passionate about ensuring the success of our customers and our employees.

Job Purpose

Reporting to the Calgary Operations & Supply Chain Manager, this position's top priority will be to provide on time delivery for our customers in addition to supporting our Procurement team.

Responsibilities

- Manage daily production orders opening, scrutinizing for completeness, and closing. Take care of the escalations when necessary
- Working with engineering teams on clarification of BOM structures, Engineering changes, material specification requirements or operations processes.
- Initiates and/or supports materials transfers between Calgary and Bassano locations as required.
- Review demand and supply to understand bottleneck and propose alternative capacity or areas needing capacity improvement to meet demand.
- Enter and issue Purchase Orders
- Expedite and follow up open/overdue Purchase Orders.
- Assist Engineering in finding new and alternative suppliers
- Develop and maintain a system of records compliant to internal procedures and ensuring adherence to the procedures by others.
- Maintain records and supply information for accurate vendor performance evaluation (Supplier Score carding).
- HS code database administration
- Work collaboratively with planning and logistic teams with regards to inventory management and logistics.



Requirements

- Experience/ education in planning or supply chain
- PMI-SP, CSCP/CPIM certification in progress or complete will be considered an asset.
- Understanding of the purchasing function within an integrated information system.
- Expert knowledge of Microsoft Excel and Word
- Ability to multitask and work in a fast-paced environment.
- Self-motivated and detail orientated with strong analytical and problem-solving skills.
- Ability to work with a wide variety of company disciplines in a team-based work environment.
- Understanding of assembly drawings and documentation revision control.
- A self-starter with a strong internal customer service focus and positive attitude.
- Strong written & verbal communication skills
- Inventory Management knowledge would be considered an asset.

What We Offer

At GPT we care about the personal job satisfaction of our employees. We recognize the wide variety of factors that contribute to this satisfaction and encourage work life balance. Along with competitive compensation and benefits packages, we offer a respectful work environment, one which provides our employees with valuable learning experiences and career growth opportunities.

To Apply

Please submit your resume and cover letter to HR@globalte.com quoting the job title in the subject line and tell us why you are the best candidate for the job. We thank all applicants for their interest, however due to the volume of anticipated applications, we will be responding only to those candidates who are contacted for an interview.