

Procurement Specialist

Anything. Possible.

NorLand Limited consists of 15 specialized businesses working together as one team towards common goals. We have the unique ability to undertake complex, multi-faceted public and private sector projects within a single contract. Our businesses have been making **Anything. Possible** for over 65 years!

BEL Contracting, part of NorLand Limited offers rewarding careers to skilled, reliable, and motivated individuals who enjoy meeting new challenges and taking a hands-on approach while working independently or alongside other experienced professionals. BEL Contracting offers training, mentoring and professional development for every employee and supports opportunities for their growth and advancement.

We are looking for a new team member to fill the position of **Procurement Specialist** at BEL Contracting who will report to the General Manager, and work closely with the logistics team. The Procurement Specialist will develop and implement cost effective procurement strategies and arrange the associated logistics in support of BEL Contracting and the other Infrastructure Divisions in the lower mainland. The role of Procurement Specialist at BEL is envisioned to develop into a corporate level position that has oversight of other buyers.

Key Accountabilities:

- Oversee the supply of products and services related to civil construction projects, including negotiating with external suppliers to secure advantageous terms
- Coordinate vendor supply and the associated logistics required to directly support BEL Contracting field operations teams
- Develop and maintain positive long-term relationships with clients and vendors to optimize savings and reduce procurement costs
- Manage the small tools and small equipment program to provide outstanding value to BEL Contracting and the other divisions

Duties and Responsibilities:

- Research, and build organizational partnerships with vendors/suppliers for various Infrastructure Divisions and projects, and ensure the best possible pricing for our projects
- Source, approve and finalize purchase orders for necessary goods and services, and overseeing site deliveries
- Communicate proactively with project site teams to manage day to day operations of rentals, logistics, and purchase order requests
- Communicate daily with project site teams to manage the planning, purchase, dispatch, and maintenance of the NorLand local small tools & small equipment program
- Coordinate infrastructure logistics and establish delivery schedules with the Equipment Logistics team
- Negotiate and manage all annual construction service agreements and terms such as hydrovac excavation, traffic control, and equipment rentals
- Work with Project Managers to solicit and provide information required for Project Request for Qualifications and Project Request for Proposals
- Assist other Divisions with the ordering of parts and supplies, when required

Qualifications:

- 10+ years of experience in procurement, some of which has been gained in a construction organization
- 3+ years of experience negotiating and managing service and supply contracts
- Diploma or equivalent certification in Procurement and/or Supply Chain Management is preferred
- Knowledge of sourcing and purchasing techniques as well as a proven ability to negotiate and network
- Ideally well-versed in technical/engineering operations for civil construction
- Knowledge of basic accounting and finance principles
- Strong Microsoft Office skills
- Knowledge of a construction ERP is required and experience with Spectrum is an asset
- Excellent verbal and written communication skills
- Able to prepare and present contracts and proposals
- Strong work ethic - ability to work in a confidential, fast-paced environment with tight deadlines
- Good analytic, critical thinking and decision-making skills

If you feel you are qualified for this role, please submit your resume to RECRUITMENT@Norlandlimited.com quoting "Procurement Specialist" in the subject line.

BEL Contracting and NorLand Limited are committed to equity, diversity and inclusion in our recruitment and hiring practices.