



The Quaderra Group specializes in the placement of technical and executive professionals in the energy and resource industries within Canada and around the globe. We utilize an innovative and proactive approach to reveal hidden talent to our clients and well-matched opportunities for our candidates. Our priority is to maximize the fit between companies and candidates. We look for the right fit – beyond the resume. This means we focus on getting to know YOU. This includes not only your skill set, but understanding what's important to you to help determine what you really want. We work for you – your satisfaction is our success.

JOB ID #: C10275

JOB TITLE: Supply Chain Management Lead (Contract)

POSITION LOCATION: Calgary, AB

OPERATING AREA: Oil sands (Northern Alberta)

Our Client:

Our client is a well financed oil & gas company based in Calgary with its principal assets and interests being within the oil sands in Northern Alberta. The company is seeking an experienced Supply Chain Management Lead to support all procurement and contract activities as directed by the Projects Supply Chain Manager and ensure all requirements properly address the organization's policies and procedures necessary for the safe and proper completion of all construction activities. This position will contribute in the company's success in the construction of its SAGD facilities by supporting the Supply Chain Management Manager in ensuring that all purchasing and contracts confirms the company's requirements.

Reports to:

This position reports to the SCM Manager, Projects.

Responsibilities/Accountabilities:

- Provide commercial review and approval of all documents in accordance with the company's delegation of authority and the project approved requirements.
- Monitor commitment and procurement/contracting progress reporting by the EP house.
- Develop and report on all 'Value Creation' initiatives.
- Monitor progress of procurement and contracting activities to the schedule.

- Ensure timely review & payment of invoices.
- Provide guidance to the EP contractor for the following day to day business activities:
 - Ensure procurement compliance to the Company/EP agreement.
 - Contribute to and review project execution/procedures/coordination manuals (as appropriate)
- Contracting:*
 - Develop/refine contracting processes.
 - Company involvement in Contractor safety practices review (ISNetworld).
 - Contractor pre-qualification process (ISNetworld).
 - EHS issues properly addressed during contract close-out.
 - Ensure pre-award meetings are held for clear scope definition.
 - Oversee development of contracting schedule on ongoing basis.
 - Procurement:*
 - Develop/refine procurement processes; including a Continuous Performance Improvement component.
 - Develop a streamlined process for low value/risk purchases.
 - Streamline reporting; oversee development of purchasing schedule.
- Undertake and implement other activities as directed by the SCM Manager.

Skills/Qualifications:

- A relevant Bachelors degree from an accredited university or PMAC certification.
- Significant contract experience in the Oil & Gas or EPC sectors; 5+ years of project related procurement.
- Excellent verbal and written communication.
- Excellent interpersonal skills.
- Excellent negotiation skills.
- Senior level knowledge of Contract Law and Contract procedures.
- Can prepare comprehensive reports.
- Works in detail but can comprehend the “big picture”.
- Can work independently and as part of a team.

Compensation/Remuneration:

Compensation will be based on an agreed upon hourly rate under a Contract Services Agreement.

How to Apply: If you are interested in this position, please submit your resume in Word or .RTF format to info@quaderra.com including job **ID #C10275** in the subject line. Thank you.