

Solvest – Procurement Coordinator – Job Posting

Solvest – Who We Are:

Solvest began operations in the Yukon in 2015 and has since established itself as the standard for renewable energy services in Northern and remote regions. Our core values are Innovation, Trust, Empowerment, and Tenacity. We are a dynamic and employee-centric organization that values the well-being and happiness of our employees. We take pride in offering a comprehensive benefits package designed to support our team members in various aspects of their lives.

What We Offer:

- A people-focused workplace; our employees are the center of our culture.
- A chance to contribute to a greener and more inclusive future.
- Working with a great team.
- We promote from within.
- Work life balance – we are currently trialing a 4-day work week!
- Competitive compensation.
- Open book financials.
- Training.
- Employer-paid gym membership.
- Employer-paid health benefits.
- Fun team building events.
- Variety of benefits.

The Opportunity:

Solvest is seeking an energetic, enthusiastic and detail orientated Procurement Coordinator to join our dynamic team. This position requires a self-starter who is motivated, is well organized, can prioritize and has great negotiation skills.

If you are ambitious and thrive in a fast-paced environment, with a passion for renewable energy, we would love to hear from you!

This position is based at our head office in beautiful Whitehorse, Yukon, the Wilderness City and one of Canada's top adventures destinations.

Who You Are:

As a superstar in this role, you thrive on solving complex challenges and feel genuine excitement for the art of negotiation. You are driven by the opportunity to secure value for your organization while maintaining strong, mutually beneficial relationships with vendors. Your impeccable communication skills make you a trusted point of contact, both internally and externally, and you excel at translating needs into actionable solutions.

As the ideal candidate, you possess a natural aptitude for analysis, effortlessly interpreting data to inform purchasing decisions. Your sharp computer skills and familiarity with ERP systems empower you to stay organized and efficient while juggling multiple priorities. You see every interaction as a chance to enhance collaboration and every project as an opportunity to deliver excellence.

You are inspired by the impact your work has on streamlining operations and contributing to your team's success. With a proactive approach and unwavering attention to detail, you're ready to make a meaningful difference in the world of procurement.

Employment Status: Permanent Full Time – 40 hours per week

Wage: \$32.00 – \$46.00 per hour (based on experience) + annual profit-sharing bonus based on company performance.

Leave Entitlements: Start at three weeks per year and accrue (1) additional day per year to a maximum of four weeks.

As part of our commitment to employee wellness, we provide the following benefits:

Employer paid comprehensive health benefits package after 3 months (unlimited access to virtual health care, mental health care and wellbeing, and virtual pharmacy via Dialogue); access to onsite gym, flexible work arrangements and more!

Job Description:

The chosen candidate will be trained and expected to perform the following tasks

- Issue purchase orders for project materials in a timely manner using the Acumatica purchasing system (ERP).
- Identify new vendors and materials as alternatives for stock inventory where required to overcome supply chain issues or achieve lower pricing and higher margins.
- Implement best practices for purchase order terms and conditions or contracts where required.
- Issue Request for Quotes to vendors for high value materials and equipment to secure favourable pricing and timely delivery of materials for long lead items.
- Work with Project Managers and third-party expeditors where required to reserve and schedule sealift cargo capacity or other remote project logistics.
- Work with Project Manager and third-party expeditors where required to coordinate the receiving and packing/unpacking of materials and equipment at ports or other staging areas for remote projects.
- Complete cross training of accounting functions to add redundancy to accounting team.
- Ensure all special-order materials and inventory materials are in stock two weeks prior to project construction/installation.

- Notify Project Managers immediately of any material shipping delays and inventory shortages that may affect project schedules.
- Ensure all shipping costs are tracked and correctly allocated to projects.
- Participate in weekly accounting team meeting and monthly Employee Development Meetings with the CFO.
- Update price adjustments in the Acumatica inventory system in a timely manner to ensure the sales team is quoting projects with accurate and current pricing.

Required Skills:

- Strong attention to detail
- Time and Risk Management
- Problem-Solving
- Inventory and Logistics Planning
- Ability to work independently and as part of a team.
- Willingness to learn.
- Previous procurement experience would be considered an asset.
- Familiar with ERP and Vendor portal systems
- Flexible and Adaptable in an ever-changing environment

Additional Requirements:

- Minimum 5 years experience as a Buyer/Procurement Coordinator preferred.
- Previous Supply Chain Management experience would be considered an asset.
- Valid driver's license with at least 3 years of driving experience.
- Background check.

How to Apply:

Please submit your application to the People Department at careers@solvest.ca.

We wish to express our appreciation to all applicants for their interest in this position. Only candidates selected for an interview will be contacted.

Solvest is an inclusive equal employment opportunity employer that considers applicants without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, gender identity, sexual orientation, record of offences, age, marital status, family status, or disability.