

Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS BENINCOSA

Name:	PROCUREMENT COORDINATOR
Department:	PROCUREMENT
Reports To:	PROCUREMENT MANAGER

RESPONSIBILITIES

The Procurement Coordinator (PC) will:

- Prepare, send, register, and distribute procurement documents (inspection, expediting and purchases) and Assist buyers, dispatchers and inspectors.

MAIN TASKS AND DELIVERABLES

- Prepare Request for Quotation documents and Addenda per project procedures.
- Receive, distribute all quotations, communications to/from Bidders and Project Procurement.
- Coordinate evaluation with Engineering, prepare commercial bid clarifications, chair meetings including Minutes of Meetings, post bid addenda, etc. Evaluate commercially and make combined recommendation for award.
- Prepare formal Purchase Order Documents and Amendments for approved changes and manage, prepare, issue and control Request for Changes and Amendments.
- Communicate with all vendors, engineering and other project personnel as required.
- Prepare, issue and obtain approval of lists of prospective bidders for specific contract packages
- Prepare bidding documents, meeting the project requirements and issuance of Request for Quotations as well as file and archive project documents.
- Receive quotations, proceed with the analysis and manage internal and external communication
- Ensure timely and accurate contractual correspondence.
- Identification and tracking of subcontractor deliverables.
- Coordinate the close-out of contracts including final payment process (substantial or final completion).
- Maintain accurate and up-to-date status of material and equipment receipts, issues and inventories in the appropriate material control system modules.
- Ensure all material and equipment is properly handled, controlled, stored and maintained in accordance with project procedures, specification and vendor requirements.
- Maintain and summarize all projects' historical data.
- Type quotation documents, contracts, order forms and various correspondence.
- Proofread documents.
- Carry out diverse secretarial tasks such as: convene people to meetings, answer the phone, filter and dispatch phone calls, receive and distribute mail.

QUALIFICATIONS

- Bach. Business or Diploma in Business.
- Minimum Two (2) year of experience in a similar role or in a dynamic construction office environment.

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- Good knowledge of the MS - Office suite, specifically as it comes to excel.
- Awareness of construction and Canadian bid laws is an asset.
- Stakeholder management experience in dealing with the entire team, subcontractors, and the client, holding all to a high professionalism.
- Commitment to ethical business conduct and trusted with sensitive information.
- Ability to problem solve, and take ownership of issues as they arise from beginning to end.
- Robust reporting skills, especially in the use of excel and data usage.
- Excellent verbal and written communication skills.
- Highly developed analytical.
- Ability to work within deadlines in a fast paced and sometimes high-pressure environment.
- Excellent oral and written English skills are essential.
- Experience in engineering/construction of infrastructure and heavy civil works is an asset.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.