

KEYERA

KEYERA CAREER OPPORTUNITY

JUNIOR BUYER

Edmonton Terminal

COMPETITION NO:	0006490
POSTING EXPIRES ON:	March 22, 2019
REPORTING TO:	Regional Maintenance Supervisor
ROLE DURATION:	Permanent, Full-time

THE POSITION

Keyera is currently seeking a Junior Buyer to join our growing Supply Chain Team at the Edmonton Terminal. This exciting new role will support the day to day supply chain work in our rail & truck terminals in Edmonton and Fort Saskatchewan.

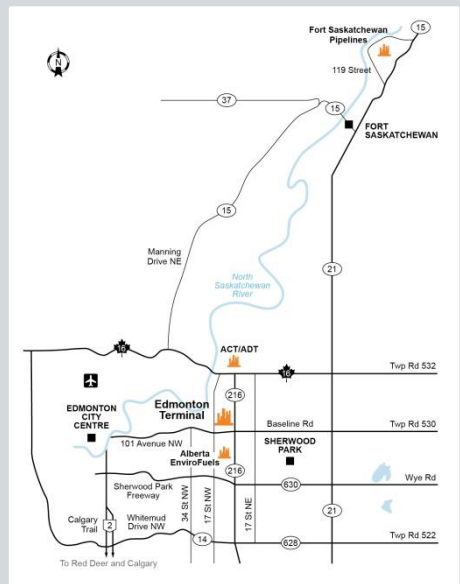
RESPONSIBILITIES

- Prepare and place purchase orders, schedule deliveries, and follow up to expedite delivery and shipment as required to meet maintenance, operations requirements.
- Build and maintain strong vendor relationships that ensure procurement process is cost effective for the facilities.
- Assist with shipping, receiving and PO to Invoice matching.
- Assist in resolving billing, delivery and return issues with supplier.
- Communicate status and issues regularly with operational leadership and staff at the site.
- Exercising strong ethical business practices and being familiar with legal requirements.
- Utilize the Keyera Maximo System to manage day to day activities.
- Work with Keyera Procurement Team to analyze and understand business needs.
- Actively participate in safety and team meetings.

ABOUT THE FACILITY

Keyera's Edmonton Terminal includes a rail and truck loading/offloading facility, propane treating and storage facilities, and a number of incoming and outgoing pipelines, including the Rimbey Pipeline and four pipelines connecting the Terminal with Keyera's Fort Saskatchewan facilities. The Edmonton Terminal is a distribution hub for propane, butane and condensate in the Edmonton and Fort Saskatchewan area. This provides the Edmonton Terminal with access to product storage capacity and operational flexibility.

LEARN MORE





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QUALIFICATIONS

The successful candidate will be well-organized, energetic, and service oriented with the following qualifications:

- 1-2 years' experience in a similar role within manufacturing, chemical or energy industry.
- SCMP Certification or currently enrolled is required for this role.
- Ability to analyze, understand and recommend is essential to this role.
- Self-starter who is able to work independently with limited supervision.
- Strong communication skills in verbal and written.
- Ability to build strong collaborative working relationships.
- Strong commitment to Health, Safety and the Environment
- Previous experience with Maximo is considered a strong asset.

If you are interested in an opportunity to join a winning culture that fosters innovative thinking, open communication, integrity, and mutual respect then please submit your resume to :

careers@keyera.com by **March 22, 2019**.

Please quote competition number and job title in the subject line when applying.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

APPLY NOW

REWARDS AND BENEFITS

Keyera is committed to being an employer of choice and strives to offer a well rounded total compensation package combined with a comprehensive benefits program designed to ensure the health and well-being of our employees and their families.

Our comprehensive total compensation package includes:

- a variable pay program tied to corporate and individual performance;
- a flex credit pool that can be allocated to suit your individual and family circumstances;
- A personal fitness account;
- Eight flex days and two paid community services days;
- And an employee assistance program for confidential and professional assistance to help you and your family.

PROUDLY NAMED



LEARN ABOUT OUR BUSINESS



SAFETY



CULTURE



DEVELOPMENT



MIDSTREAM 101



Meet our team and join the conversation

keyera.com