



With over 180 years of experience in North America, Soletanche Bachy Canada (“SB Canada”) is an established leader in the deep foundations industry. Through our affiliation with the Soletanche Freyssinet group of companies, SB Canada combines local experience with international expertise and has the ability to complete any size of foundation project. Our employees enjoy a safe and stable work environment and a competitive compensation package based on experience. SB Canada is currently seeking a permanent, full time Buyer to join our organization.

Reporting to VP, Project Delivery (Prairies), the Buyer is a key contributor to the ongoing success of SB Canada by supporting the Project Delivery teams on the estimating, scheduling, purchasing, contractor and supplier management, and reporting functions of assigned projects. **As finding the right candidate is SB Canada’s priority, this position can be based out of any one of our key Prairie Branches – Edmonton, Calgary, or Saskatoon.**

The Employee is required to perform the duties outlined and attached to this Agreement as Schedule “A”.

#### SCHEDULE “A”

#### **KEY RESPONSIBILITIES OF POSITION**

- Work closely with Project Delivery and Operation teams to issue electronic Purchase Orders in financial system (Harmony) in accordance with Delegation of Authority (DOA);
- Assist with the supplier pre-qualification process;
- Acts as a liaison between suppliers, sub-contractors, and consultants on current orders;
- Track and follow up on vendors to ensure Purchase Orders have been executed;
- Create committed cost reports and cost to date reports for Project Managers;
- Organize maintenance of vendor paper bills and waybills;
- Collect written proposals from vendors as needed;
- Conduct basic negotiations of pricing and general terms & conditions;
- Close out purchase orders following confirmation that services and goods were completed as per requirements;
- Provide support to ensure timely invoice payment;
- Maintain records in accordance with established policies and procedures and audit guidelines;
- Provide backup to other buyers/roles during vacation, travel, or high-volume periods;
- Promote and be an active member in Soletanche Bachy Canada’s HSE-MS;

**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.

#### **QUALIFICATIONS**

- Well-developed interpersonal customer service and relationship building skills;
- Good oral and written English-language skills;
- Strong organizational and time management skills;
- Self-motivated, energetic and reliable with a positive disposition;



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- The ability to work under pressure and to prioritize work effectively;
- Strong attention to detail;
- 3-5 years of some combination of accounts payable/purchasing/administrative
- Intermediate knowledge of Microsoft Word, Excel, and Outlook;
- Familiarity with Harmony Software considered an asset;
- Working towards a Supply Chain Management Professional (SCMP) designation is an asset.

By joining our team, you will become part of a growing team and have opportunities to build strong relationships with industry leaders from around the world. A competitive benefits package is just another reason why SB Canada is a great place to work.

If you are interested in this exciting opportunity, please apply by email to [careers@sb-canada.com](mailto:careers@sb-canada.com) or send your resume via fax to 780-466-7465.

Only candidates being considered for this position will be contacted. SB-Canada is an equal opportunity employer.