



Position Title: Buyer
Location: Burnaby, BC
Reports To: Purchasing Manager

Summary

The Buyer will be responsible for sourcing and procurement of components, manufactured systems and spare parts required in support of the successful execution of all Greenlane Biogas product solutions and customer projects globally in accordance with purchasing best practices and company policies and procedures.

Working closely with the Purchasing Manager, the Technical department and the Project Managers, the incumbent in this role will be responsible for the placement of purchase orders for components utilizing technical specifications, the product bill-of-materials and the project delivery schedule. The incumbent will employ the competitive bid process to obtain quotations from qualified suppliers and will be responsible for negotiating pricing and commercial terms and conditions that are favourable to Greenlane Biogas while ensuring that quality and delivery requirements are achieved.

Duties & Responsibilities

- Lead the sourcing, bid evaluation, selection, procurement and receipt of required components.
- Ensure that purchase orders incorporate negotiated pricing, terms and conditions, technical, schedule and quality requirements.
- Work cross functionally with Project Managers, Engineering, Sales and the Purchasing team to ensure technical requirements, delivery schedules, and quality and cost targets are fully achieved.
- Utilize the Greenlane Biogas supplier qualification process to support the conduct of evaluating potential suppliers including researching their capacity, historical performance, financial strength and QHSE program.
- Conduct research and analysis of existing and new costs through the supply chain towards achieving cost reductions and improving pricing and terms of purchase with suppliers.
- Ensure that purchase orders are approved and placed only with approved suppliers in accordance with company policies and execute the purchase orders with accuracy and in timely manner.
- Expedite suppliers as required to ensure on-time delivery of components.
- Ensure that product manuals, material certifications and other required documents have been received with delivered materials, as specified on the purchase order or contract.
- Address any quality issues through to resolution for all supplier provided components.
- Resolve any invoice issues and discrepancies with suppliers to facilitate payment.
- Participate in the implementation of internal business process initiatives and improvements.
- Maintain procurement records including the tracking and reporting of purchases in the PPR for each project and product.
- Drive continuous improvement in all aspects of the procurement process.

Education & Experience

- Qualification through an accredited procurement society such as the Chartered Institute of Procurement and Supply, Certified Supply Chain Professional (CSCP) through APICS or equivalent institution would be an asset.
- Post-secondary education, preferably in Engineering, is considered an asset.
- A minimum of 5-7 years of sourcing, bid evaluation, negotiation and execution of purchase agreements as part of a Purchasing organization, preferably in a project-based manufacturing environment.
- Familiarity and experience with manufacturing, mechanical, electrical and electronic components and the major regional suppliers and distribution networks for these components.
- Comprehensive understanding of commercial terms and conditions of purchase, including Orgalime S2012.
- Strong attention to detail.



- Hands-on experience using ERP system procurement modules, preferably SAP.
- Ability to read and understand drawings and technical specifications.
- Knowledge of project accounting and invoice management.
- Good written and oral communication skills.
- Self-starter with the ability to use initiative to solve problems and resolve issues.
- A reputation for having sound business ethics and integrity.
- Strong work ethic and the ability to provide exceptional teamwork in order to fully support engineering and other internal teams in meeting tight deadlines.
- Strong organization skills and attention to detail.
- Excellent communication skills, both written and oral with the ability to work with international colleagues.
- Great attitude, personable, courteous and a great team player.
- Can-do, positive, proactive attitude and capable of working independently with minimal supervision.
- Ability to work under pressure and stay focused in a fast-paced environment.

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attached your resume. While we thank all interested candidates only those who are short-listed will be contacted.