



Position Title: Purchasing Project Lead
Location: Burnaby, BC
Reports To: Vice President - Purchasing & QHS

Summary

Greenlane Renewables Inc. (“Greenlane”), headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources such as landfills, wastewater treatment plants, dairy farms, and food waste streams, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. To scale up quickly in the fast growing RNG sector, Greenlane has adopted an asset light, fully outsourced manufacturing model with an extensive global supply chain made up of trusted partners who meet the company’s cost, quality and delivery requirements.

The Purchasing Project Lead (PPL) operates in a dynamic matrix structured organization and plays a key role by being the sole purchasing function representative on the cross functional customer project core teams for which they have been assigned. The cross functional project teams are led by a project manager and are comprised of representatives from each function including purchasing, engineering, field operations, and finance. The PPL is responsible for detailed planning, tracking and reporting of all purchasing function deliverables necessary for on-time, on-budget delivery of Greenlane’s customer projects. The PPL brings all customer project demands into the purchasing function to engage the relevant buyers and supplier quality engineers by collaborating closely with the Global Procurement Manager and Supplier Quality Manager. The incumbent in this role will be meticulous in creating procurement project plans and a strong communicator who will gather inputs from various internal stakeholders to ensure all key purchasing requirements and deliverables meet the project requirements and project delivery timeline. This includes working with the Global Procurement Manager to ensure supplier orders are placed on time, supplier progress is tracked, and all materials are delivered to the customer site on-time, on-budget and meeting quality requirements. The PPL will also coordinate with the Supplier Quality Manager for pre-delivery requirements including in-progress supplier inspections and scheduling supplier factory acceptance tests.

Duties & Responsibilities

- Develop the purchasing plan section of the comprehensive project plan for each customer project with inputs from the Global Procurement Manager, Supplier Quality Manager and the Project Manager. The plan will detail the key purchasing activities that will meet project schedule, budget and quality requirements.
- Utilize the purchasing plan to keep track of the purchasing requirements for entire project from contract award to completion and handover, ensuring that activities are planned in advance and completed on time.
- Participate in customer project core team meetings and provide status reports on material deliveries as well as in progress activities and issues as they arise. Support the cross-functional interface between the Project Manager, Technical Project Lead, Procurement, Field Operations, and Finance.
- Collaborate with the Global Procurement Manager, Supplier Quality Manager and other stakeholders as issues arise which may impact on time delivery of any modules or components to the project.
- Coordinate with the Supplier Quality Manager for each suppliers activities through all stages (design, procurement, fabrication & assembly, factory acceptance test and shipping) as detailed in each suppliers Production Process Control Plan (PPCP).
- Mitigate or eliminate, to the extent possible, any exposure and risk to the project through utilization of risk mitigation tools and techniques.



- Participate in cross-function project cost, labour and corrective and preventive action reviews.
- Contribute to the development and implementation of internal business process initiatives and improvements.
- Evaluate the lessons-learned relating to the Procurement function during the execution of projects, document and support the application of the lessons-learned to future projects.

Education & Experience

- Professional certification or designation through an accredited procurement society such as the SCMP through the Supply Chain Management Association of Canada (SCMA), P.LOG through the Canadian Professional Logistics Institute (CPLI) or equivalent experience is required.
- Project Management Professional Certification (PMP) is desired.
- A minimum of 10+ years of progressive career advancement in the Procurement function of a project based company.
- The ideal candidate will have a combination of advanced experience and comprehension in purchasing processes coupled with experience in project management or coordination specifically with external customer projects.
- Experience in development of detailed procurement plans using MS Project, Smartsheet or similar tools and tracking activities.
- Exceptional organizational skills, attention to details and pro-active at anticipating issues and problems before they occur and working in collaboration with others to take mitigating actions
- Excellent communication skills, both written and oral, with the ability discuss problems and issues with colleagues in a diplomatic solutions oriented manner.
- Experience working in an organization where key fabricated modules are produced by outsourced suppliers.
- Understanding of the key stages of supplier activity once the purchase orders has been placed from design, procurement, fabrication & assembly, factory acceptance test through to shipping.
- Detailed understanding of the project management processes of cost, schedule and quality.
- 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 exceptional teamwork in working with other internal teams to meet deadlines.
- Ability to use Microsoft Office Products such as Word and Excel or equivalent software such as Google Suite for Business.
- 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 attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.