



Position Title Senior Buyer
Location Burnaby, BC
Reports to Global Procurement Manager

Summary

Greenlane Renewables Inc., 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 including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 125 biogas upgrading systems sold into 19 countries and counting, and over 30 years industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

The Senior 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 Global Procurement Manager, Purchasing Project Lead, Engineering and the Service department, the incumbent in this role will be responsible for the placement of purchase orders from qualified suppliers for modules and components utilizing technical specifications, the product bill-of-materials and the project delivery schedule. The incumbent will also participate in strategic sourcing activities and process improvement initiatives within the department and across functions. They 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

- Research and identify potential suppliers capable of supplying modules and components required for product solutions and customer projects globally.
- Lead the sourcing, bid evaluation, selection, procurement, expediting and receipt of required modules and components.
- Ensure that purchase orders incorporate negotiated pricing, terms and conditions, technical, schedule and quality requirements.
- Participate in establishing supply agreements with strategic suppliers of key modules
- Act as liaison between Suppliers, the Purchasing Project Lead and Engineering to ensure technical requirements, delivery schedules, quality and cost targets are fully achieved.
- Act as liaison between Suppliers and Sales to support the development of proposals to clients.
- Utilize the Greenlane Biogas supplier qualification process to conduct evaluations of potential suppliers including researching their capacity, historical performance, financial strength and QHSE program.
- 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

- 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) is required.
- Post-secondary education, preferably in Engineering, is considered an asset.
- A minimum of 10 years of sourcing, bid evaluation, negotiation and execution of various types of purchase agreements as part of a Procurement organization, preferably in a project based manufacturing environment.
- Familiarity and experience with manufacturing, mechanical, electrical and electronic components and the major global suppliers and distribution networks for these components.
- Comprehensive understanding of commercial terms and conditions.
- Strong attention to detail.
- Adept at conducting negotiations with Suppliers with professionalism.
- 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.

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.