



March 10, 2017

Procurement Specialist

UEE manufactures electrical solutions for mining, oil & gas, industrial and commercial, transportation and resource applications. We are an industry leader in the design and manufacture of electrical power and control equipment. Think mobile substations for mines across the world, switchgear for hospitals, landmark buildings, hydroelectric power plants, and linear induction motors for rapid transit systems.

UEE imports, exports, and ships a wide range of materials ranging from envelopes to oversize structures requiring detailed logistic plans and specialized equipment. Our procurement team strives to be dynamic; leading initiatives to reduce material and transportation costs to maximize our financial performance.

The key to success within our operation is teamwork and cooperation: frequent and engaging interface with the teams Planners/Schedulers, Purchasing, Quality Control, Project Management, Engineering, and Manufacturing personnel is integral.

This role is the hub for procuring supplies and services, inventory management, as well as logistics. Ensuring the timely and cost effective movement of goods, to and from foreign clients and suppliers. The Procurement Specialist utilizes their expert knowledge and strong negotiating skills to purchase goods and services at the most favorable price, for our business as well as our customers. They are committed to building and maintaining strategic relationships with key suppliers.

The Procurement Specialist is responsible for managing and maintaining an uninterrupted supply of production materials and services as specified by engineering, scheduled by manufacturing and within the cost requirements of the business group. They are accountable for establishing effective risk mitigation plans, and expediting processes to avoid production down times.

The Procurement Specialist undertakes regular strategic review of inventory levels, recommending and adjust stock to ensure optimal turnover rates that align with the departmental and organizational objectives. Conferring and negotiating directly with vendors, the Procurement Specialist attains product and/or service information regarding price, availability, and logistics requirements. They ensure concise documentation is maintained within the established channels, including the organizations ERP system.

As a Procurement Specialist, you will apply your in-depth knowledge of import and export requirements, INCO Terms, trade agreements, duties, tariffs, commercial invoices and related export documents to co-ordinate all shipments. Including assisting in the co-ordination and planning of the loading of equipment and finished goods through internal and/or outsourced



services and equipment, within your established budget. A strong knowledge of vehicle load size and weight limitations within BC is fundamental in executing this role.

In addition to a relevant Purchasing Diploma, we are seeking candidates who have an excellent grasp of accounting systems, budgets, internal controls, advanced proficiency with ERP software, a high level of proficiency with Microsoft Office productivity suite, and 5 years' experience with Supply Chain Management.

We are a growing company looking for positive team members who are performance driven, innovative, self-directed, capable of multitasking, and enjoy diversity in their career.

Please visit our website at www.uee.com to learn more about our company. If you are interested, apply by emailing your resume and cover letter citing salary expectations to afitzhugh@uee.com.