



Total Oilfield Rentals Ltd is looking for an experience **Procurement Assistant** to join its team in Leduc. Reporting to the Procurement Manager, this position is responsible for:

- Monitoring for incoming Purchase Requests and actioning them in a timely manner.
- Approving Purchasing Request and issue Purchase Orders.
- Ensuring Total Oilfield Rentals is obtaining the best price possible for goods and services.
- Working closely with Operations and Accounts Payable to ensure the purchasing process is running effectively and efficiently
- Sourcing vendors for our products and services. Obtaining cost and delivery times for what is requested.
- Liaising with internal customers to ensure complete and accurate information is provided on all request and resolve any conflicts.
- Communicating and negotiating with vendors and find ways to increase efficiency and reduce cost.
- Building and maintaining relationships with all suppliers.
- Able to work as a Team player - Build on relationships within our team and internal customers
- Filling and other administrative duties
- Performing related duties as they assigned by the Procurement Manager and other team leaders

Qualifications:

- ✓ 2+ years experience in a Procurement or Accounts Payable role
- ✓ Excellent verbal and written communication skills for communication with internal and external stakeholders.
- ✓ Driven and self motivated with a can-do attitude.
- ✓ Able to work independently in a fast paced work environment.
- ✓ Demonstrated effectiveness in time management and planning skills
- ✓ Knowledge of procurement processes, policies and procedures
- ✓ Able to complete tasks with a high degree of accuracy and attention to detail
- ✓ Strong computer skills including proficiency in Microsoft Office programs such as Excel, Word and Outlook
- ✓ Previous experience working with Great Plains considered an asset



Total Oilfield offers employees a dynamic work environment, the opportunity for professional growth and advancement, and a competitive compensation package that includes group health benefits and an excellent company-matched RRSP program.

Please submit covers letters and resumes to Dwayne Ceaser at dceaser@totaloilfield.ca