

## Position Description

September 22, 2010

### Procurement & Administrative Assistant

**Basic Function:** Primarily responsible for coordinating procurement activities as well as providing administrative support to the Supply Chain Management (SCM) team. This position will also be the central document administrator for all contracts and documents for SCM.

**Reports to:** General Manager, Supply Chain Management

#### Responsibilities:

- Preparation of various forms and documents related to the issuance and award of tenders which may include approval to bid, prequalification requests, advertisements, potential supplier evaluation criteria, issuance of bid documents and tracking, regret letters and correlating of documents.
- Maintenance of hard copy files & database for all master service agreements, confidentiality agreements, consulting service agreements, call-out agreements, potential supplier prequalification information, and expiry dates followed by notification to appropriate persons reports, correspondence, requests for proposals and tenders in accordance with corporate records management guidelines.
- Ensure all documents are safeguarded in a secure area and track all documentation removed at the request of authorized personnel only.
- Processing of potential supplier's prequalification information.
- Care and custody of received tenders until required for bid opening purposes.
- Assist with bid evaluations, when required.
- Prepare and execute small valued purchase orders.
- Prepare agenda and distribute minutes for the SCM team's weekly meeting, outlining the previous week's activities and upcoming activities.
- Correlate SCM weekly report for the SCM GM.
- Maintain Vendor Files - data entry (company name, contact person, tel. no., type name, prices, insurance, WCB, HS&E, etc.) of responses to enquiries.
- Extract Excel documents/charts/graphs into PowerPoint, when required.
- Maintain logistics cost tracking database for all domestic and international shipments.
- Communicate with contractors to ensure insurance certificates are current, on hand and maintained in an electronic database to track the expiry of insurance policies.
- Any other tasks which may be requested by WesternZagros that fall within the scope of the Services normally offered.

#### Qualifications:

- Minimum of 2 years experience in a contracts and procurement position or 5 years administrative/support role with strong references.
- Excellent organization, verbal and written communication skills.
- Strong sense of initiation, responsibility, ownership and excellent attention to detail.
- Proficient with MS Outlook, Excel and Word business software are essential.
- International experience would be an asset.

#### Applying for a Position:

To apply, please submit your resume and cover letter to [careers@westernzagros.com](mailto:careers@westernzagros.com). Please send in Word format and specify Position Title in the subject line of your email.

We thank all applicants for their interest in WesternZagros; however, only those candidates selected for an interview will be contacted.

*WesternZagros complies with all legislation related to the privacy and confidentiality of personal information, including the Alberta Personal Information Protection Act ("PIPA") and the Canada Personal Information Protection and Electronic Documents Act ("PIPEDA"). By electronically submitting your resume to WesternZagros you consent to: the use of information in your resume to determine your suitability for a position with WesternZagros; WesternZagros contacting any references that you provide on your resume or during your interview process; and WesternZagros retaining your resume for a period of 6 months to consider your eligibility for other positions that may become available in the future.*