

Logistic - Procurement specialist

Service :	Procurement
Office location :	Bromont, Québec Canada (Brossard, in 2025)
Telework :	Hybrid according to company policy
Languages :	French and English

* A valid work permit is required to work in Canada



RETHINKING HYDROPOWER



THE COMPANY:

Litostroj Hydro Inc., a growing subsidiary 100% owned by Energo-Pro, is a key player in the hydroelectric sector. Our work is characterized by a unique way of doing things focused on simplicity and efficiency. Relationships with the various stakeholders are at the heart of our projects and it is with passion and authenticity that we work to achieve our goals. In the day-to-day operations, Litostroj Hydro Inc collaborates closely with a variety of partners.

ROLE SUMMARY

Under the responsibility of the Section Head of Procurement & Quality, the procurement-logistic specialist has the mandate to prepare Requests for Quotations, to analyse, to negotiate and perform the follow-up on purchase orders with suppliers. He/she must have a global knowledge qualified suppliers and make sure to follow internal procurement processes in place

MAIN RESPONSABILITIES

ACHATS

- Manage the project-based and general expense procure to pay process (including transport and logistic)
- Prepare the necessary document for tenders
- Review and evaluate received bids based on price, lead time and quality (define strategy)
- Work in collaboration with the project managers to select the appropriate subcontractor
- Work closely with the engineering team to optimize the manufacturing of contracted components
- Perform technical and commercial negotiations of purchase order for each order
- Follow-up of orders with subcontractors and ensure deadlines & budgets are met
- Organize transportation of components from Canada and abroad to site
- Packing, list and custom documentation creation related to transport from suppliers
- Assist the site activity team for site purchases
- Ensure good working liaison between subcontractors and engineering
- Exchange with our "Global Sourcing" team on purchasing strategies according to active projects and proposals
- Evaluation / audit of certain suppliers including visits and inspections
- Provide support to the proposal team to build pricing for the different scope items
- Research for new suppliers/subcontractors according to the type of component to be supplied. Build and maintain the supplier base.

CANDIDATE PROFILE

- Minimum of 4 years of experience in a purchasing role.
- Procurement degree/trainin, or
- Technical degree/training with knowledge of machining, mechanical, welding etc
- Experience in the hydro industry is an asset
- Demonstrated experience in negotiating prices and terms and conditions
- Ability to read shop/mechanical drawings (an asset)

- Ability to work with an Enterprise Resource Planning tool (ERP)
- Ability to priorities tasks and work under pressure
- Excellent communication skills
- Demonstrated ability to build and maintain positive relationships with internal/external customers