
THE COMPANY

Litostroj Hydro Inc., a rapidly growing subsidiary fully owned by the Wikov Group, is a key player in the hydropower sector. Our approach is marked by a unique style focused on simplicity and efficiency. Strong relationships with various stakeholders are at the core of our projects, and we work with passion and authenticity to achieve our goals. In daily operations, Litostroj Hydro Inc. collaborates closely with a wide network of partners across Canada, the United States, and Europe.

ROLE SUMMARY

Reporting to the Procurement and Quality Manager, the Procurement and Logistics Specialist is responsible for managing end-to-end procurement activities, including tendering, supplier analysis and negotiation, as well as purchase order follow-up through to on-time delivery.

The role ensures effective coordination with subcontractors and internal teams to meet project schedules, budgets, and quality requirements. The Specialist maintains an up-to-date knowledge of qualified suppliers and ensures compliance with established procurement policies.

KEY RESPONSIBILITIES

1. Procurement and Purchasing

- Define project-specific procurement strategies in collaboration with Project Managers.
- Select subcontractors based on cost, schedule, quality, and technical capability.
- Identify, qualify, and develop new suppliers based on project needs and geographic considerations.
- Collaborate with the Global Sourcing team to optimize procurement strategies for both projects and bids.
- Negotiate purchase contracts (pricing, delivery terms, and commercial conditions).
- Ensure balanced contractual agreements that protect company interests while maintaining strong supplier relationships.
- Issue and manage purchase orders to suppliers.
- Monitor order progress and ensure adherence to delivery schedules, particularly in relation to site requirements.
- Coordinate with suppliers to resolve manufacturing or delivery issues.
- Act as a liaison between Engineering teams and suppliers for technical clarifications.

2. Logistics and Coordination

- Organize transportation of parts within Canada and internationally.
- Coordinate logistics activities based on project constraints and timelines.
- Ensure compliance with all shipping documentation requirements.
- Support site teams to ensure efficient supply of materials and equipment.

3. Performance, Quality, and Optimization

- Ensure compliance with established procurement budgets.
- Contribute to cost optimization throughout the procurement cycle.

- Evaluate and audit suppliers (site visits, inspections, performance monitoring).
- Participate in the continuous improvement of the supplier base.
- Ensure alignment with project quality requirements.

4. Proposal Support

- Support the Proposal team in cost estimation.
- Participate in defining procurement strategies during the bidding phase.
- Provide market intelligence and supplier recommendations.

QUALIFICATIONS

Education and Experience

- Degree or diploma in procurement, or a technical background (machining, welding, etc.).
- Minimum of five (5) years of experience in procurement.
- Proven experience in negotiating commercial terms and conditions.
- Experience working with ERP systems.

Skills and Competencies

- Strong ability to manage priorities and perform under pressure.
- Excellent interpersonal skills with both internal and external stakeholders.
- Bilingual (French/English): excellent command of English, both spoken and written, is essential. The position requires regular communication with clients and partners in other Canadian provinces, the United States, and Europe.

Assets

- Experience in the hydroelectric sector.
- Ability to read and interpret mechanical drawings

WORK CONDITIONS

- Permanent full-time position, 40 hours per week.
- Dynamic and collaborative work environment with stimulating challenges in an international context.