



**Position Title:** Buyer  
**Location:** Burnaby, BC  
**Reports to:** Senior Manager, Purchasing

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## Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a pioneer in the rapidly growing renewable natural gas (“RNG”) industry. As a leading global provider of biogas upgrading systems, we are helping to clean up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and the commercial transportation sector. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste. Greenlane is the only biogas upgrading company offering the three main technologies: waterwash, pressure swing adsorption, and membrane separation and has over 30 years industry experience, patented proprietary technology, over 100 hydrogen sulphide treatment systems sold, and over 135 biogas upgrading systems sold into 19 countries, including many of the largest RNG production facilities in the world. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

The Buyer will be responsible for sourcing and procurement of components, manufactured systems and spare parts required in support of the successful execution of all Greenlane Biogas product solutions and customer projects globally in accordance with purchasing best practices and company policies and procedures.

Working closely with the Project Management team and the Purchasing Project Leads, the incumbent in this role will be responsible for the placement of purchase orders for components utilizing technical specifications, the product bill-of-materials and the project delivery schedule. The incumbent will employ the competitive bid process to obtain quotations from qualified suppliers and will be responsible for negotiating pricing and commercial terms and conditions that are favourable to Greenlane Biogas while ensuring that quality and delivery requirements are achieved.

## Duties & Responsibilities:

- Conduct the sourcing, bid evaluation, selection, procurement and receipt of required components.
- Ensure that purchase orders incorporate negotiated pricing, terms and conditions, technical, schedule and quality requirements.
- Work cross functionally with Purchasing Project Leads, Engineering, Sales, the Purchasing team and Logistics to ensure technical requirements, delivery schedules, quality and cost targets are fully achieved.
- Utilize the Greenlane Biogas supplier qualification process to support the analysis of evaluating potential suppliers including researching their capacity, historical performance, financial strength and QHS program.
- Conduct research and analysis of existing and new costs through the supply chain, with the goal of achieving cost reductions and improving pricing and terms of purchase with suppliers.
- Ensure that purchase orders are approved and placed only with approved suppliers in accordance with company policies.
- Expedite suppliers as required to ensure on-time delivery of components.
- Ensure that product manuals, material certifications and other required documents have been received with delivered materials, as specified on the purchase order or contract.
- Address any quality issues through to resolution for all supplier provided components.
- Resolve any invoice issues and discrepancies with suppliers to facilitate payment.
- Participate in the implementation of internal business process initiatives and improvements.
- Maintain procurement records including the tracking and reporting of purchases in the PPR for each project and product.
- Drive continuous improvement in all aspects of the procurement process.



### **Education & Experience:**

- Qualification through an accredited procurement society such as the Chartered Institute of Procurement and Supply, Certified Supply Chain Professional (CSCP) through APICS or equivalent institution would be an asset.
- Post-secondary education, preferably in Engineering, is considered an asset.
- A minimum of 3-5 years of sourcing, bid evaluation, negotiation and execution of purchase agreements as part of a Purchasing organization, preferably in a project-based manufacturing environment.
- Familiarity and experience with manufacturing, mechanical, electrical and electronic components and the major regional suppliers and distribution networks for these components.
- Comprehensive understanding of commercial terms and conditions of purchase, including Orgalime S2012.
- Hands-on experience using ERP system procurement modules, preferably SAP.
- Ability to read and understand drawings and technical specifications.
- Knowledge of project accounting and invoice management.
- A reputation for having sound business ethics and integrity.
- Strong work ethic and the ability to provide exceptional teamwork in order to fully support engineering and other internal teams in meeting tight deadlines.
- Excellent communication skills, both written and oral with the ability to work with international colleagues.
- Can-do, positive, proactive attitude and capable of working independently with minimal supervision.
- Ability to work under pressure and stay focused in a fast-paced environment.

### **How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.