

Position Title	Procurement Specialist
Location	Burnaby, BC
Reports to	Senior Director, Procurement and Supplier Quality Engineering

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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 sulfide treatment systems sold, and over 140 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).

Reporting to the Senior Director, Procurement and Supplier Quality Engineering, the Procurement Specialist is responsible for the identification, negotiation, procurement and ongoing contract administration of complex high value equipment modules and services required in support of Greenlane’s biogas upgrading systems. The incumbent in this role will work closely with engineering, project management, sales and finance staff to support the delivery of biogas upgrading systems to our customer projects. They will also play an active part on project teams and will be responsible for participating in key procurement, strategic sourcing activities and process improvement initiatives within the department and across functions.

## Duties & Responsibilities:

- Serve as the primary commercial point of contact for all suppliers within their assigned portfolio.
- Manage the sourcing, proposal evaluation, selection, procurement and on-time delivery of equipment modules required for customer projects.
- Ensure that purchase orders are placed with approved suppliers and they will meet the cost, quality and schedule requirements for the respective biogas upgrading projects.
- Conduct ongoing administrative oversight of each supplier’s performance in accordance with the terms of their purchase orders. Identify risks and issues and proactively take measures to mitigate them.
- For each supplier, maintain a comprehensive action items register and serve as the chairperson for regularly scheduled review meetings with key suppliers. Address any commercial issues through to resolution.
- Ensure that product manuals, material certifications and other required documents have been received with delivered materials, as specified on the purchase order or contract.
- In support of new contracts, coordinate with Sales and Engineering for the provision of pricing, delivery lead-time and other key information in support of commercial proposals to our customers.
- Provide inputs to the procurement plan section of the comprehensive project plan for each customer project. Maintain procurement records including the tracking and reporting of all procurement activities for each project
- Utilize the procurement plan to keep track of the purchasing requirements for entire projects from contract award to completion, ensuring that activities are planned in advance and completed on time.
- Review and approve supplier invoices for payment and resolve any issues and discrepancies.
- Research and identify potential alternative suppliers capable of supplying modules and components required for product solutions and customer projects globally.
- Actively seek cost reduction opportunities while maintaining quality of procured equipment and parts.
- Participate in the implementation of internal business process initiatives and improvements.

### **Education & Experience:**

- A diploma or bachelor's degree in Business, Engineering or Finance.
- A minimum of 5 years of sourcing, bid evaluation, negotiation and ongoing oversight of various types of complex high-value equipment as part of a procurement organization, preferably in a project based manufacturing environment.
- Familiarity and experience with manufacturing, mechanical, electrical and electronic components and the major global suppliers and distribution networks for these components.
- Comprehensive understanding of commercial terms and conditions and adept at conducting win-win negotiations with suppliers with tact and professionalism.
- Strong attention to detail.
- Hands-on experience using ERP system procurement modules, preferably NetSuite.
- Ability to read and understand drawings and technical specifications.
- Knowledge of project accounting and invoice management.
- Good written and oral communication and presentation skills.
- Self-starter with the ability to use initiative to solve problems and resolve issues.
- A reputation for having sound business ethics and integrity.

We are committed to transparency in our hiring process. We will be offering a base salary of \$70,000 - \$80,000 based on a candidate's qualifications and experience.

### **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.