



Position Title	Purchasing Project Lead
Location	Burnaby, BC
Reports to	Director, Supply Chain Management

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. 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, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 125 biogas upgrading systems sold into 19 countries and counting, and over 30 years industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

Reporting to the Director, Supply Chain Management the Purchasing Project Lead is responsible for serving as the Procurement core team representative on customer project teams to which they have been assigned. The Purchasing Project Lead will work closely with their project team members in project management, engineering, service, finance and quality in support of successful execution of all Greenlane's customer projects globally. They are also responsible for procuring modules and components for which they have been assigned in accordance with purchasing best practices and company policies and procedures. The incumbent in this role 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 Purchasing Project Lead (PPL) on customer project teams for which they have been assigned. Provide status reports on material deliveries as well as in progress activities and issues as they arise. Support the cross-function interface between the Project Manager, Technical Project Lead, Purchasing and Service for all assigned projects.
- Develop the purchasing plan section of the comprehensive project plan for each customer project with inputs from the Buyers, Supplier Quality and Logistics. The plan will detail the key purchasing activities that will meet project schedule and quality requirements
- Research and identify potential suppliers capable of supplying modules and components required for product solutions and customer projects globally.
- Procure assigned modules and components, ensuring that purchase orders are placed with suppliers to meet cost, quality and schedule requirements.
- Utilize the purchasing plan to keep track the purchasing requirements for entire projects from contract award to completion, ensuring that activities are planned in advance and completed on time.
- Coordinate with the Sales for the provision of pricing and other key information and tools in support of commercial proposals.
- Participate in the implementation of internal business process initiatives and improvements
- Act as liaison between Suppliers and Sales to support the development of proposals to clients.
- Ensure that purchase orders are approved and placed only with approved suppliers in accordance with company policies and execute the purchase orders with accuracy and in timely manner.
- 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 commercial issues through to resolution for all supplier provided components.
- Resolve any invoice issues and discrepancies with suppliers to facilitate payment.
- 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

- Professional certification or designation through an accredited procurement society such as the SCMP through the Supply Chain Management Association of Canada (SCMA), P.LOG through the Canadian Professional Logistics Institute (CPLI) is required.
- Post-secondary education, preferably in Engineering, is considered an asset.
- A minimum of 5 - 10 years of sourcing, bid evaluation, negotiation and execution of various types of purchase agreements 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.
- Strong attention to detail.
- Adept at conducting negotiations with Suppliers with professionalism.
- 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.
- Good written and oral communication skills.
- Self-starter with the ability to use initiative to solve problems and resolve issues.
- A reputation for having sound business ethics and integrity.

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 home page on LinkedIn Recruiter and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.