

JOB POSTING

Position

Procurement Clerk/Administration Support

Wage: \$27 to \$30 /hour

Work Site

Envirogreen Technologies Ltd. Contaminated Waste Treatment Facility is located approximately 20 KM Southwest of Princeton, B.C. VOX 1W0.

About Envirogreen Technologies

Envirogreen Technologies Ltd. (ETL) is an established waste management company, leading the way in the treatment of hazardous and non-hazardous wastes. Our permitted hazardous waste treatment facility located outside of Princeton, BC, utilizes thermal desorption technology to treat a wide range of industrial waste and contaminated soil.

The Opportunity

ETL is looking for a motivated Procurement Clerk/ Administrative Support person to join our team.

The Procurement Clerk/Administrative Support person works under the direction of assigned Supervisors/Managers and works with other employees within the company to ensure safe work practices and policies, compliances and regulations are adhered.

Main responsibilities will include providing support in the procurement function and administrative support to Supervisors at site.

The Procurement Clerk/Administrative Support will work closely with facility staff to create a positive and safe working environment, be a resource to management and facility staff for health and safety information and promote health and safety programs in the workplace.

- Minimum Education: Secondary School Diploma or equivalent required
- Previous experience in procurement is considered as asset
- Previous experience in Office Administrator is considered as asset
- Ability to build and maintain relationships with vendors/contractors and various stake holders
- Good negotiation skills
- License: Valid Class 5 driver's license and access to reliable transportation
- Solid work history and attendance record
- Ability to promote and enforce company's PPE and site indoctrination requirements
- Experience in MS Office Suite is a must
- Good mathematical skills
- Attention to detail



- Effective written and verbal communication skills
- Collaborative yet able to work independently with minimal supervision

Core Job Duties

- Review of pre trips inspection reports completed and create Work Order requisitions as needed.
- Find vendors for purchasing for parts and send the quotes to the Company Purchaser.
- Complete Work Orders on AE (Asset Essential) by creating PO'S.
- Contact vendors directly to follow up on expected arrival dates of orders placed and inform Supervisors accordingly.
- Rentals; getting quotes from vendors for parts/materials/services.
- Scheduling contractors for maintenance/repairs as needed or per repair schedule.
- Matching packing slips to Work Orders and PO's.
- Monitoring/completing overdue Work Orders.
- Coordinate with vendors directly in ordering edges for heavy equipment, lubricants, DEF (Diesel Exhaust Fluid), tooling (consumables).

Qualified applicants send resume to Envirogreen Technologies Ltd.: careers@envirogreentech.com

Qualified applicants should visit Envirogreen Technologies website: www.envirogreentech.com

This safety-sensitive position must be filled immediately. Pre-employment drug and alcohol testing may be required for this safety-sensitive position as immediate site access is required.

Please note, the salary range mentioned in this job posting should serve as a guide. The final compensation offered may vary based on a variety of factors including bonuses and/or incentives, or a candidate's skills and experience. Envirogreen Technologies Ltd. is committed to providing a fair, equitable, and competitive rewards package that reflects the value an individual brings to our organization.

Envirogreen Technologies Ltd; is an equal opportunity employer, and we do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.

About Princeton

Princeton, one of the sunniest places in BC, sits at the junction of the Similkameen and Tulameen rivers in the South Okanagan, East of the Cascades. The mountains, valleys, and hundreds of kilometers of backcountry roads are a beautiful natural setting for year-round outdoor activities. The rivers and lakes are excellent for tubing, kayaking, swimming, or trout fishing. The nearby Kettle Valley Rail Trail is great for hiking and cycling.



Other amenities in Princeton include an outdoor pool, arena, curling club, bowling alley, golf course, basketball court, splash park, skate and bike park, community centre, theatre, library, and museum. For the hockey enthusiast, Princeton is the home of the Princeton Posse, a junior hockey club. There is also a regional airport, a riding club, music society, garden club, ATV club and many other organizations to get involved with.

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