



## Procurement Coordinator

Mowi Canada West is seeking a driven and detail-oriented Procurement Coordinator to be responsible for sourcing and selecting products, using best buy procurement practices for our business. Your responsibilities will include processing purchase orders, negotiating with suppliers, tracking orders, quality assurance and liaising with inventory teams and management. The Procurement Coordinator will work with staff across all departments to forecast the needs of the business and make purchase decisions based on demand.

The *Procurement Coordinator* should be analytically minded and possess excellent negotiating skills to secure the best value according to budget.

### Responsibilities:

- Research, select and purchase quality products and materials.
- Build relationships with suppliers and negotiate with them for the best pricing.
- Process requisitions and update status of orders.
- Administration of the procurement ERP – Opus Capita.
- Analyze market trends and apply this knowledge to make insightful buying decisions.
- Coordinate with production team, management, and warehousing as required.
- Assess quality of stock received and escalate any discrepancies to suppliers and management.
- Administrative assistance to procurement team.

### Requirements:

- Relevant experience preferred, 2 years in role an asset.
- Excellent computer skills (Excel, Microsoft Word, PowerPoint).
- Proficient in appropriate software (ERP'S).
- Critical thinking and negotiation skills.
- Relevant education such as SCMP or CIPS is an asset.
- Strong communication skills, both written and verbal.
- Personable - communicates effectively with other employees and suppliers.

**Closing Date:** February 28, 2020

To be considered for this opportunity with a progressive, growth-oriented company, please submit your resume and cover letter online at:

<https://mowi.com/caw/people/vacancies/>

Apply for Position

*Mowi is the world's leading seafood company and the largest producer of salmon. Every day, our 14 500 employees in 25 countries produce 6.2 million healthy and delicious meals, served to customers across the globe. Mowi covers the whole value and production chain, from feed to plate, and through our vision of leading the "Blue Revolution" we are dedicated to farming the ocean in a responsible and efficient way. Mowi is headquartered in Bergen, Norway, and is listed on the Oslo Stock Exchange.*

