



## **Assistant Supply Chain Specialist(s)**

Reporting to the Manager of Procurement and Facilities, the Assistant Supply Chain Specialist will assist with the procurement, inventory control and material planning efforts for Niagara Peninsula Energy Inc. (NPEI). In this position, the employee will be required to support the maintenance of warehouse supply levels at both our Niagara Falls and Smithville office locations. This position will also be required to assist with the coordination and administration of the facilities management function and contractor program.

### **Primary Duties & Responsibilities**

- Assist with planning, organizing, controlling, and evaluating of purchasing activities including analyzing company needs and aligning resources to complete projects and daily tasks.
- Assist with coordination of vendors and contractors while maintaining positive relationships and complying with all of NPEI's policies, procedures, and safety standards.
- Support the preparation and processing of tenders, quotes, and pricing spreadsheets.
- Assist with maintaining inventory levels to meet operational requirements at both our Niagara Falls and Smithville office locations.
- Assist with the organization of daily maintenance activities for all company facilities.
- Participate in annual inventory counts.
- Assist with maintaining accurate inventory records by using appropriate inventory management system.
- Assist with management of purchasing documentation workflow according to company finance/accounting processes.
- Assist with maintaining material database records while complying with applicable regulations and or requirements.
- Ensure proper internal workflow is followed and managed for all purchasing activities.
- Collaborate with the Warehouse and Facilities Attendant on day-to-day operations.
- Assist the Director of Fleet, Facilities and Stations as required.
- Additional tasks as required.

### **Required Qualifications & Skills:**

- Bachelor's degree or diploma in Business Administration, Finance, Accounting, Economics, Supply Chain Management, or related field.
- Requires 0-2 years of related work experience in a similar role.
- Work experience, cooperative education placement or student work in an electric utility is an asset.
- Basic understanding of supply chain principles, risk mitigation and forecasting demand.
- Proficiency in Microsoft Office, Business Central 365.



- Knowledge of Occupational Health and Safety requirements as it relates to individuals, the organization, and operational requirements.

**How to Apply:**

Interested and qualified applicants are encouraged to apply by submitting a cover letter and resume no later than **4:30 p.m. on Friday, August 1<sup>st</sup>, 2025** to [people.culture@npei.ca](mailto:people.culture@npei.ca).

Niagara Peninsula Energy Inc. is committed to creating an inclusive workplace and we encourage candidates from diverse backgrounds, experiences, and those who may need accommodation to apply to join our team. Our commitment to excellence in diversity goes beyond promoting equity. By incorporating a variety of experiences and perspectives, we create opportunities for innovative solutions and maximize the impact of our work.

*We sincerely thank all applicants for their interest in this position; however, due to volume, only those selected for an interview will be contacted. Niagara Peninsula Energy Inc. is an equal opportunity employer and is AODA compliant. If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please notify the People & Culture Department.*