

Title: Administrator - Procurement**Term: Permanent, Full-Time****Location: Detroit, MI****ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

SUMMARY

The Procurement Administrator will support the team with a variety of tasks including data entry, assisting with the purchase order process, communicating with suppliers, and assisting with all other administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with processing Purchase Orders and confirming their delivery dates with suppliers;
- Build and maintain good relationships with new and existing suppliers;
- Communicate professionally with suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems;
- Track backorders and delivery schedules;
- Ensure problems related to delivery or payment are resolved;
- Data entry responsibilities to accurately track and record a variety of information on a database;
- Resolve errors on purchase orders as required;
- Prepare, maintain, and update purchasing files and reports;
- Administrative duties such as preparation of correspondence and reports and order supplies as required;
- Prepare various procurement and project status reports;
- Liaison with the Finance Department to reconcile invoices and purchase orders;
- Attend meetings and take minutes as required;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Well organized, fast learner and able to follow instructions;
- Proactive and show initiative to take on extra duties without being asked;
- Must be willing to offer suggestions and feedback to increase efficiencies;
- Proficient use of Microsoft Office Suite (Outlook, Word, Excel);
- Strong organizational and time management skills;
- Ability to handle multiple priorities and work to meet deadlines;
- Strong interpersonal and communication skills (both oral and written);
- Ability to build and maintain effective working relationships with co-workers and suppliers;
- Flexible and adaptable to changing priorities;
- Ability to work independently and prioritize work;
- Works with high attention to detail and accuracy in the preparation and editing of information;
- Enjoys challenges and working in a fast-paced environment;

- Ability to analyze data and make decisions;
- Prioritizes and plans work activities and uses time efficiently;
- Maintains confidentiality and uses discretion with information.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Post-secondary education in a related field;
- Minimum 2 years experience in an administrative role;
- Experience with computerized purchasing and inventory systems;
- Strong experience working with Microsoft Excel;
- Previous experience working and communicating with vendors or clients;
- Experience with purchase orders or purchasing required;
- Must have experience with data collection, file organization and analyzing data;
- Experience with resolving invoicing discrepancies;
- Construction industry experience an asset.

CORPORATE COMPLIANCE RESPONSIBILITIES**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important.

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger.

- Act in Rokstad’s best interest – as though you are an owner.
- Say what you mean, mean what you say –One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day’s work for an honest day’s pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values.

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.