



Supply Chain Administrator

THE COMPANY

Headquartered in Calgary, Alberta and with operations near Fort St. John, British Columbia, Pacific Canbriam Energy Limited ("PCE") is committed to our 5Cs business philosophy of creating benefits for our Community, Country, Climate, Customer, and Company.

Pacific Canbriam believes that the quality of its resource is a strategic asset that differentiates the company. Early efforts to identify a scalable, low cost supply source led to a focus in the Altares and Kobes Montney regions in northeast B.C. The Montney is a world class resource and Altares is among the highest quality areas. The region possesses a unique combination of thickness and over-pressure, which contributes to highly efficient stacked resource development and strong well deliverability. Pacific Canbriam's Montney resource also possesses a high liquids content and overall rock quality that translates into a highly competitive supply cost.

We believe that teamwork is the foundation of our success. We have established a culture where problem solving skills and critical thinking are highly valued. Individual technical disciplines collaborate to achieve common objectives and continuously improve results. PCE's strategy and its culture are centered on this commitment.

PCE is committed to protecting people and the environment through responsible natural resource development. We are proud to engage in industry-leading sustainability practices and promote continuous improvement throughout all areas of environment, social and governance (ESG) topics.

The next iteration of our integrated approach relates to the planned export of our natural gas to markets in growing economies overseas. To achieve this aim, PCE will supply B.C.'s proposed Woodfibre LNG project, which will liquefy the natural gas and load it into vessels. The natural gas will be shipped to help supply a growing demand for cleaner sources of energy in Asia.

THE POSITION

We are currently seeking a detail oriented and proactive Supply Chain Administrator based in our Calgary office. The successful candidate will be a proactive self-starter and will play a key role in managing the day to day tasks for the Supply Chain & Vendor Relations team.

Key Responsibilities

- Collaborate with the supply chain team to ensure smooth and efficient operations throughout the procurement and distribution process
- Maintain accurate records of stock levels, deliveries, and any discrepancies, utilizing inventory management software
- Coordinate with vendors and suppliers to track and monitor order status, resolve issues, and maintain effective communication

- Assist in optimizing supply chain processes by identifying opportunities to enhance efficiency, reduce costs, and streamline workflows
- Handle administrative tasks such as data entry, filing, and record keeping to maintain organized and up-to-date documentation

THE INDIVIDUAL

About You

- Strong organization, communication and interpersonal skills and the ability to work effectively with diverse teams across the business
- Analytical mindset with the ability to interpret data, identify trends, and provide actionable insights
- Ability to work with minimal supervision, taking multiple tasks across the finish line simultaneously
- Excellent analytical and problem-solving skills
- Self-motivated and strong time management skills
- Ability to self-start, prioritize workload

Qualifications

- Working knowledge of ComplyWorks, Open Invoice, Visio and Microsoft Programs would be considered an asset
- Knowledge of supply chain processes and principles would be an asset

APPLICATION PROCESS

Please submit your resume and a cover letter to HR@pacific-canbriam.ca. Be sure to address your cover letter to **Manager, Supply Chain & Vendor Relations**, indicating your interest in the position and how your experience meets or exceeds the qualifications. Pacific Canbriam Energy thanks all candidates however only those selected for an interview will be contacted.

PCE is proud to be an equal opportunity employer. We firmly believe that having a diverse team not only celebrates our differences, but also drives innovation while optimizing performance. We commit to fostering a diverse, equitable and inclusive environment, where talented people collaborate to continuously improve - collectively building an extraordinary vision for the future.

PCE encourages qualified applicants of any race, religious belief, colour, national or ethnic origin, disability, age, marital or family status, sex or sexual orientation, gender identity or expression to apply. Hiring decisions are based on merit, qualifications and unique business needs. We do not tolerate any discrimination, harassment or workplace violence and will investigate and remedy any claims in a timely manner and take appropriate corrective action.

PCE is committed to providing reasonable accommodations for qualified individuals with disabilities. If you require assistance with this application please reach out to HR@pacific-canbriam.ca