



## PACIFIC COAST TERMINALS CO. LTD.

Pacific Coast Terminals Co. Ltd. (PCT) aspires to provide world class bulk materials handling solutions for Western Canadian sulphur and other bulk commodity customers through innovation, the right people, corporate conscience and service excellence. We maintain a setting that promotes honesty, integrity, and respect. We have a strong culture around the safety of our site and our team. Employees enjoy a competitive and extensive compensation plan and the ability to foster personal and professional growth.

**Location:** Port Moody, BC  
**Industries:** Industrial and Transportation  
**Title:** Materials Coordinator  
**Job Type:** Full-Time Employee  
**Career-Level:** Intermediate

In collaboration with Manager, Maintenance, the Materials Coordinator will be responsible for the acquisition of all materials required for the Company, as well as assisting the Maintenance Planner in the coordination of maintenance activities.

### **Key responsibilities include:**

- Purchasing and procurement functions, coordinating rentals, delivery and receipt of items and materials as well as inventory control.
- Organization and control of both on-site and off-site stores facilities including procedures for material receiving, inventory control, shipping and material issuing.
- Assisting the Maintenance Planner with the coordination of maintenance crews and activities, as well as outside contractors. Maintains ability and job knowledge of Maintenance Planner to assume all job functions in the event of absences.
- Utilizes the Maximo maintenance planning software to create work orders and to input maintenance history on equipment as needed.
- Supervises the activities of the Administrative Assistant in regards to the clerical role of the purchasing function, e.g. creation of purchase orders, receipt of items, etc.
- Manages the computerized purchasing and inventory system including electronic purchase ordering and bar coding.
- Reviews supply and service agreements with vendors to achieve best value from service providers.
- Monitors inventory and consumption as required to track trends and losses.
- Coordinates the maintenance on leased vehicles and equipment and works with the Accounts Administrator on new vehicle leases and returns.

## Health & Safety Management

- Shares responsibility for ensuring that an appropriate health and safety program is in place and that the program is effective in establishing and maintaining safe working objectives.
- Ensures the company is in compliance with all health and safety regulations, policies, and standards. Ensures that employees, contractors and service providers are aware of the Company's Health and Safety Program including all regulations, policies, and standards and that due diligence is maintained.

### Successful candidates will have:

- Excellent communication skills
- Excellent organizational skills
- Understanding of purchasing, inventory and materials management
- Technical knowledge of bulk material handling equipment
- General knowledge of port and marine shipping business

### HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [resumes@pct.ca](mailto:resumes@pct.ca) by **April 15<sup>th</sup>, 2019**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a criminal records check.