



MATERIAL & EQUIPMENT SPECIALIST

Job ID: OP-25-132

NT Power delivers electricity to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north along the shores of Georgian Bay.

We require a pragmatic, highly motivated, and proactive **MATERIAL & EQUIPMENT SPECIALIST** to work out of our head office in Newmarket. This role operates in a flexible hybrid setting, combining remote and in-person work arrangements. This is a full-time position, with a comprehensive benefits package and pension plan.

POSITION SUMMARY

Reporting to the Manager of Purchasing, the **MATERIAL & EQUIPMENT SPECIALIST** is responsible for the planning, scheduling and expediting of key equipment and materials required to support planned construction, system maintenance programs, and day to day operational needs. Working with both internal and external stakeholders, the role will ensure the timely supply and fulfilment of materials and equipment to meet required schedules, key overall stocking strategies, and departmental initiatives.

DUTIES AND RESPONSIBILITIES

- Works with internal key stakeholders to identify specific equipment and material requirements and oversees processes to ensure a timely delivery of equipment and materials to support the strategic needs of the business.
- Assists with the development and administration of a robust platform to efficiently manage and track the day-to-day activities and requirements needed to support and enhance optimization for both fleet and facilities.
- Prepares and analyzes reports (i.e. inventory levels, material usage, supplier performance, and lead time analysis), findings, proposals, and presents recommendations.
- Identifies opportunities to streamline or automate processes to continuously improve service and delivery.
- Supports the vendor selection and vendor management process.
- Oversees contract management with existing and future vendors.
- Oversees the implementation and optimization of the organizational Material Requirements Planning (MRP), forecasting & scheduling system(s).
- Track inventory levels and adjust reorder points and safety stock levels to optimize material flow while minimizing excess inventory, while delivering the best value of supply of goods and services.
- Analyze historical data and market trends to forecast material needs and adjust planning strategies.
- Monitor material lead times and communicate any potential delays or risks to project schedules.



- Leads and directs material ABC class analysis and cycle count process and participate in annual physical inventory.
- Recommends process improvements and KPI's in order to realize cost savings and enhance operational efficiencies.
- Co-ordination and administration of the facilities management function (all building related maintenance and renovation activities).
- Obtains, negotiates and maintains building and property maintenance contracts.
- Monitor the effectiveness of and maintain the building systems.
- Ensures compliance to legislative, regulatory, and Health & Safety policies, procedures and standards.

QUALIFICATIONS

- Bachelor's degree or diploma in Business Administration, Supply Chain or equivalent work experience.
- American Production and Inventory Control Society (APICS) or Supply Chain Canada Association (SCMA) enrolment would be an asset.
- Minimum 5 years working experience within supply management, procurement, inventory, contract administration and/or related functional areas.
- Strong knowledge of specifications for utility equipment, materials, and services is an asset.
- Proficiency with MS Office, MRP and/or ERP applications.
- Must hold and maintain a valid class "G" driver's license

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS JANUARY 31, 2025, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

NT Power is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.