

# JOIN OUR TEAM!

Innovate, Collaborate and Elevate with AKA!



By joining AKA, you become a part of a community driven by innovation and a vision for a cleaner world, transforming global power utilization and increasing sustainability with cutting-edge technology.

## WHO WE ARE

AKA Energy Systems (AKA) is a systems integrator that offers innovative energy solutions to various industries. With a team of electrical, mechanical, software, and automation engineers, we...

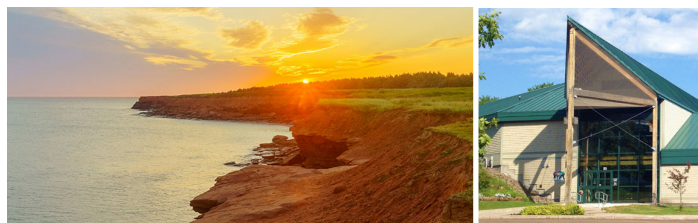
- **DEVELOP,**
- **BUILD,**
- **TEST,**
- **DEPLOY, and**
- **MAINTAIN**

Power systems in marine and offshore industries, microgrids and renewable energy technologies in land-based industries. We operate from offices located in Canada, the United States of America, Europe, and Asia, with teams deployed around the world. Engineering, Manufacturing, and Services are based primarily in our Prince Edward Island facilities.

*We prioritize caring for one another, our communities, and the environment. Our goal is to create a significant and positive global impact through the development, advancement, and commercialization of technologies that enhance safety, promote environmental cleanliness, and improve overall well-being.*

## OUR COMMITMENT TO YOU

- Creative and challenging work environment immersed in cutting-edge technologies
- Working with experienced cross-functional teams in a globally renowned company
- Flexible working conditions and exciting travel opportunities
- Continuous training, and professional and personal development
- Opportunities to learn and work across a wide array of projects and engineering disciplines
- Competitive compensation package, including attractive group benefits.



**AKA**  
Energy Systems

Ahead of the Current. Local Presence. Global Reach!

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**NOW HIRING  
CAREERS AT AKA**

# PROCUREMENT SPECIALIST

Employment: Full Time | Reports To: SPM Manager | Location: Poole's Corner, PEI

## ABOUT THE ROLE

The Procurement Specialist is responsible for increasing company profitability through affecting purchasing strategies and executing procurement processes which result in significant savings and cost reduction. These strategies will include the development and maintenance of key supplier relationships, timely purchases and an effective supply chain management regime.

The Procurement Specialist plans, organizes, controls and evaluates the purchasing activities of the company, while managing the supplier network.

The Procurement Specialist will also be responsible for tracking orders and ensuring that late orders and late deliveries are followed-up to minimize delays.

### PROCUREMENT

- Preparing both simple and complex Request for Quotation (RFQ) documents to ensure company requirements are clearly communicated to potential suppliers
- Developing appropriate selection criteria to evaluate supplier quotes and proposals objectively, aimed at attaining the best value possible and/or reducing costs
- Reviewing supplier quotes and preparing procurement recommendations and Purchase Orders, ensuring proper approval is obtained in accordance with Company Policies
- Expediting Purchase Orders, to ensure materials arrive in the Company or Job Site when required
- Adhere to code of ethical conduct

### QUALITY MANAGEMENT SYSTEM

- Ensuring compliance with processes, procedures and internal control procedures established in the Quality Management System
- Contributing to the identification of opportunities for continuous improvement of SPM processes and practices considering enhancement of business processes, cost reduction and productivity improvement

### SUPPLIER MANAGEMENT

- Maintaining the Supplier Master Database
- Collaborating with other departments, such as engineering, manufacturing and quality, to identify, evaluate and qualify new suppliers
- Supporting SPM Manager in the negotiation of prices and terms with suppliers and freight forwarders
- Monitoring supplier performance to assess ability to meet quality and delivery requirements
- Handling non-conforming product with suppliers, which can result in returns to supplier or discounted prices for rework or disposal

### INITIATIVE

- Seeks out ideas from other disciplines and resources in order to resolve problems
- Offers technical help and expertise to improve others' performance and resolve problems

### COMMUNICATION

- Recalls others' main points and takes them into account in own communication
- Checks own understanding of others' communication (e.g. paraphrases, asks questions)
- Elicits comments or feedback on what has been said
- Maintains continuous, open and consistent communications with others

### EDUCATION & EXPERIENCE

- A relevant post-secondary educational qualification, preferably in engineering, procurement or business management or an equal combination of relevant experience is required

### KNOWLEDGE & SKILLS

- Strong computer skills including use of the suite of Microsoft Office applications are required
- Excellent personal organization and business administration skills
- Ability to work productively, efficiently and effectively with little supervision
- Strong communication skills (English, verbal and written) in a variety of mediums (telephone, email, in-person) are essential
- Ability to work under pressure and tight timelines, independently and as part of a team
- Negotiating/bargaining skills
- Extensive knowledge of the electrical/power industry is an asset

### OTHER KEY SKILLS

- Active listening and learning, reading comprehension, coordination, speaking, and writing
- Judgement and decision making
- Time management, highly organized, service orientation



**HEADQUARTERS**  
PO Box 577  
23 Brook Street  
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Canada COA 1R0

**LOCATIONS**  
North America - Canada  
Asia - Singapore  
Europe - MAN Partnership

**CAREERS INFO**  
[www.aka-group.com/careers/career-search/](http://www.aka-group.com/careers/career-search/)  
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