

# 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...

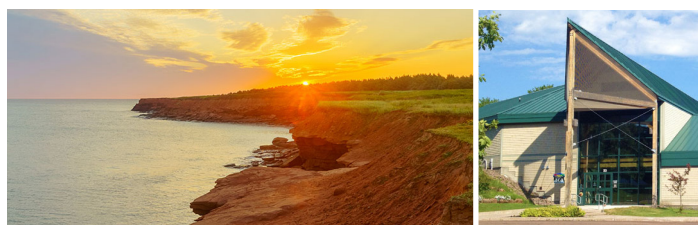
- **DEVELOP,**
- **BUILD,**
- **TEST,**
- **DEPLOY, and**
- **MAINTAIN**

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**

# SUPPLY CHAIN SPECIALIST

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

## ABOUT THE ROLE

The Supply Chain Specialist is responsible for inventory management and supporting the procurement process at the Poole's Corner facility plus other warehouse locations on the job sites.

The Supply Chain Specialist will coordinate with the Engineering Support team to ensure that incoming products are received and managed appropriately, and materials are ready and available for production as and when required.

Additionally, the Supply Chain Specialist will interact with internal clients, making recommendations for improvement, investigating, and monitoring the implementation of changes to the purchasing process.

The Supply Chain Specialist will work with the Procurement and Logistics teams and report to the Supply Chain Manager.

## POSITION RESPONSIBILITIES REQUISITION MANAGEMENT AND PROCUREMENT

- Reviewing material requirements to prepare material purchasing and/or picking as needed
- Supporting Supply Chain Manager in the review of material requirements to identify opportunities for optimal inventory management
- Support Procurement Specialist in 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
- Support Procurement Specialist in reviewing supplier quotes and preparing procurement recommendations and Purchase Orders, ensuring proper approval is obtained in accordance with Company Policies

## LOGISTICS

- Ensuring compliance with all regulatory requirements for logistics operations, including but not limited to Incoterms, import/export declarations, dangerous goods, and controlled goods
- Supporting Procurement Specialist in the compliance with customs requirements and arranging transportation for material purchased abroad

- Ensuring delivery orders are processed in accordance with the organization and customer service standards and requirements, including but not limited to International Commercial Terms (Incoterms), Harmonized Item Description and Coding System (HS) and Export Control Classification Number (ECCN)
- Understanding the import and export requirements and regulations of each country where the organization operates
- Arranging import and export customs operations and transportation where required
- Supporting Supply Chain Manager in the negotiation of prices and terms with custom brokers, freight forwarders, trucking companies and other logistics suppliers
- Understanding all different modes of transport such as ocean freight, air freight and land transportation so that can provide guidance for the product design in terms of dimension and weight
- Support Shipping Clerk in preparation of shipping documentation in compliance with customs requirements for multiple jurisdictions and preparation of shipping reports

## SUPPLIER MANAGEMENT

- Maintaining the Supplier Master Database
- Collaborating with other departments to identify, evaluate and qualify new suppliers

- Supporting Supply Chain 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 products with suppliers, which can result in returns to supplier or discounted prices for rework or disposal

## INVENTORY ANALYSIS

- Maintaining Product and Service Master database in Inventory System
- Ensuring adequate inventory levels are maintained to maximize customer satisfaction and minimize cost
- Compiling and maintaining records of quantity, type, and value of material, equipment and supplies stocked in the company inventory
- Recording and maintaining control of all inventory items purchased and produced
- Reviewing levels of inventory to identify excess or obsolete material and coordinate appropriate action to dispose of surplus
- Verifying clerical computations against physical stock counts and adjusting errors in computation or count and investigating and reporting reasons for discrepancies
- Follow health, safety, and environmental requirements



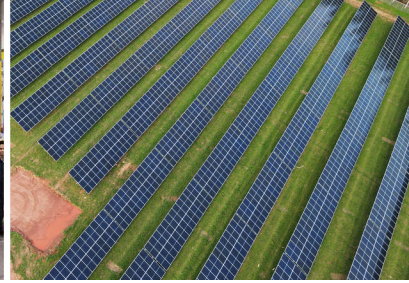
**HEADQUARTERS**  
PO Box 577  
23 Brook Street  
Montague, PE  
Canada COA 1R0

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

**CAREERS INFO**  
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## 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 Supply Chain processes and practices considering enhancement of business processes, cost reduction and productivity improvement

## POSITION REQUIREMENTS EDUCATION & EXPERIENCE

- Post-secondary certificate, diploma or degree in Business Administration or a related field
- More than two years' experience in supply chain/inventory management with increasing levels of responsibility
- Purchasing training and the ability to build, operate, and maintain a computerized inventory and purchasing system
- Supply chain work-related skill, knowledge, or experience specifically in purchasing and/or inventory systems
- Good understanding of inventory management concepts such as Just In Time, Kanban and Lean Manufacturing
- Understanding the essentials of ERP system
- Mathematics
- Adhere to code of ethical conduct

## 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
- Experience using All Orders would be an asset
- Extensive knowledge of the electrical/power industry is an asset

## COMMUNICATION

- Communicates complex issues clearly and credibly with widely varied audiences
- Handles difficult on-the-spot questions (i.e., from officials, interest groups, or the media)
- Overcomes resistance and secures support for ideas or initiatives through high impact communications
- Strong oral and written communication skills, including presentation skills (MS Visio, MS PowerPoint)

## INITIATIVE

- Anticipates and responds in a proactive manner to future needs (of external clients and internal groups) that may not be obvious to others
- Coaches, supports and encourages others to test their limits
- Exceeds job expectations to contribute to the company's objectives

## OTHER KEY SKILLS

- Significant use of memory and skills in finding information
- Ability to travel, be able to sit for long periods, repetitive computer and telephone use
- Strong analytical problem solving, decision making and troubleshooting skills with the ability to exercise mature judgement
- Leadership and teamwork
- Attention to detail, focused, and stress tolerance
- Time management, highly organized, service orientation.



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