

# Supply Chain Coordinator

Saint John, New Brunswick, Canada

Greenery Fuels Canada is an independent fuel supplier with operations throughout Canada. Greenery trades in physical refined products as well as renewable fuels.

Greenery Fuels Canada is currently undergoing a period of significant growth and as such, requires additional support within its Operations Team.

Greenery Canada requires a Supply Chain Coordinator to provide business and operational support to manage terminal supply against customer demands. This role will also work closely with Greenery's internal and external stakeholders to ensure a positive experience for Greenery's customers.

## Main job purpose:

- » Daily scheduling of in-transit supply to all terminals – truck and rail
- » Forward supply planning to ensure customer demands are met
- » Manage inventory positions across all products, storage facilities and in-transit movements
- » Liaise with 3rd party terminals to develop daily / weekly operating parameters and ensure Greenery interests are represented
- » Negotiate rail / trucking rates and agreements with third party providers
- » Provide business support to Commercial, Risk, Stock, and Compliance teams
- » Develop and maintain strong relationships with internal and external parties
- » Act as contributor to project work as required

## Skills / attributes

### Experience:

- » Degree level educated or equivalent experience
- » Previous experience working in the rail and / or marine industry would be considered an asset
- » Experience within the Oil & Gas Industry would be considered an asset
- » Availability to travel internationally for business purposes
- » Experience working within a team framework
- » Must have a strong desire to continuously learn and work within a fast-paced environment
- » Bilingualism would be considered an asset

### Skills:

- » Outstanding communication skills in both written and spoken format.
- » Outstanding organizational skills / ability to manage and track large amounts of information
- » Ability to multi-task and prioritize work items with minimum direction
- » Ability to use appropriate knowledge, creativity and company practices to obtain solutions to complex problems.
- » Ability to work unsupervised in an individual or team setting
- » Proactive worker – does things before being forced to by events.
- » Overcomes obstacles and adapts approach to achieve outstanding results.
- » Builds networks to enhance effectiveness and shared knowledge.
- » Thinks outside the normal parameters challenging traditional thinking.
- » Actively seeks out know-how and best practice, related to own area of contribution.
- » Exhibits a drive to learn more about the business and industry

### Hours of employment

Monday to Friday: 8am to 5pm along with an on-call component in the evenings and on weekend (from home via company provided laptop and cell phone).

If you are interested in joining the Greenery team, please submit a current CV along with a cover letter highlighting how you meet the competencies we are looking for and detailing your previous experience to: [molly.obrien@greenergy.com](mailto:molly.obrien@greenergy.com)

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to candidates who are not shortlisted for interview.

If you should have any queries regarding this position please call Molly O'Brien 1-506-349-4183

**Strictly no agencies**

The logo for Greenery, featuring the word "Greenery" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text.