



*Tundra Oil & Gas is a Manitoba-based oil and gas exploration and production company and a wholly-owned subsidiary of Winnipeg-based James Richardson & Sons, Limited. Tundra's head office is in Winnipeg, with additional offices in Virden, Estevan, and Calgary. At Tundra, we believe that our people are the foundation of our success, and we are dedicated to growing our company in a sustainable and disciplined way. This philosophy has served us well since our inception in 1980. Today, Tundra is a team 325-strong, and a leader in the Manitoba and southeast Saskatchewan oil industry. We take pride in supporting the communities in which we operate and stewarding the resources we manage for today and for the future. We are committed to working together and to getting everyone home safe every day.*

Tundra is seeking a **Supply Chain Administrator (approximately 18-month term)** based out of the **Virden** office.

The Supply Chain Administrator is responsible for maintaining and updating supply chain documentation and databases as well as managing the material transfer process. This position also supports the supply chain manager, purchasing lead as well as warehouse staff.

Some specific duties, and responsibilities of the Supply Chain Administrator include, but are not limited to:

- Create and maintain personnel accounts in Azzier, including security, updates and technical support to Azzier users.
- Insert Purchase Agreement negotiated price lists into the Azzier System
- Assist in the creation and maintain the Supply Chain master catalog in Azzier
- Support the supply chain manager, purchasing lead and warehouse staff.
- Other related duties as required
- Complete equipment material transfers from internal customers.
- Review all material transfers and work orders.
- Work with accounting to complete monthly reports to be uploaded into their program.
- Assist on Purchase order creation and open invoice coding and processing.
- Prepare all reporting required, including annual year end inventory and monthly manager reports.
- Assist supply chain group during annual inventory count.

Candidates for this position will possess the following qualifications and competencies:

- Minimum 5 years of business administrative experience
- Business Administration or post-secondary education is considered an asset
- Proficiency on a computer and database experience is required.
- Document control experience is considered an asset
- Knowledge of the oil & gas industry is considered an asset
- Strong attention to detail and the ability to juggle multiple priorities
- Ability to meet tight deadlines and to work with little or no supervision
- Adhere to the safety accountabilities as per Tundra's Safety Policy.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

If you are interested in joining our team, please visit the Careers section of our website at [www.tundraoilandgas.com](http://www.tundraoilandgas.com) to submit your application by **end of day, July 9<sup>th</sup>, 2023.**

*We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.*