

Career Opportunity- Assistant Procurement Specialist

Application closing date: June 29, 2026

About Neptune

Neptune Bulk Terminals (Canada) Ltd. is a leading bulk material export facility located on the North Vancouver waterfront. We are a leading employer on the waterfront, offering competitive compensation, a strong benefits package, and a safe, inclusive work environment. Take your career to the next level and join an amazing team dedicated to operational excellence and continuous improvement.

Position Overview	
Position Title	Assistant Procurement Specialist
Department	Procurement (Finance & Administration)
Location	North Vancouver, full time, terminal
Employment Type	Permanent
Job Grade	4
Reports to	Procurement Manager
Schedule	Mondays to Fridays, 8 hours per day, 5on2off
Overtime Eligibility	Overtime eligible

Key Responsibilities
<ul style="list-style-type: none"> • Procure goods and services to support operational requirements. • Ensure compliance with Neptune procurement policies and procedures. • Assist with competitive bid and sourcing processes. • Support contract negotiation and contract administration activities. • Prepare, issue, manage, and close purchase orders and agreements. • Resolve packing slip and invoice discrepancies in a timely manner. • Conduct product research and perform price and cost analyses. • Assist with inventory cycle counts and materials management initiatives. • Build and maintain positive working relationships with internal stakeholders, suppliers, and contractors. • Perform ad hoc analysis, projects, and process improvement initiatives as required.

Qualifications and Skills	
Education	<p>Minimum: Diploma, certificate or courses leading to a credential in procurement, supply chain, inventory management or a business-related field.</p> <p>Preferred: Bachelor's degree in supply chain management, procurement, or a related field</p>
Experience	<p>Minimum: 3+ years in increasingly complex procurement environments.</p> <p>Preferred: 3+ years in progressive procurement roles within a heavy industrial environment</p>
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Ability to multitask, prioritize effectively, and thrive in a fast-paced environment. • Exceptional attention to detail, with strong analytical, reasoning, and problem-solving abilities. • Ability to work independently as well as collaboratively within a team environment. • Strong practical understanding of procurement and finance applications within an ERP system (e.g., JDE).

Employment Assessment
<p>All candidates will undergo a comprehensive employment evaluation process including:</p> <ul style="list-style-type: none"> • Online assessment • Interviews • Reference checks • Criminal record check • Independent, company-sponsored medical examination (Terminal positions only)

How to Apply (By email or by mail)	
By email	Send your resume and cover letter to jobs@neptuneterminals.com Please use the subject line format: NBT Job Application – [Position Title] – [Your Full Name]
By UKG	Apply via link
Closing date	June 29, 2026
We thank all applicants for their interest; however, only those selected for interviews will be contacted.	

Equal Opportunity Employment

Neptune Bulk Terminals (NBT) is an equal opportunity employer that provides a work environment free from discrimination and harassment. All employment decisions are based on qualifications and job requirements, without regard to race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, or any other protected status.

If you require accommodation during the recruitment process, please contact ylo@neptuneterminals.com with the subject line 'ACCOMMODATION REQUEST.' All accommodation information will remain confidential.

Posting Date: June 15, 2026	Req ID: RQ081-FA
Closing Date: June 29, 2026	Posting ID: JP081-FA