

A workplace powered by you

At BC Hydro, we're working towards creating a cleaner and more sustainable future for all British Columbians and need people like you to help us. A career at BC Hydro is meaningful and provides you the opportunity to be part of a talented, inclusive, and diverse team. We offer a healthy work-life balance, competitive wages, a comprehensive benefits package, and training opportunities to support you in your career growth. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

We invite you to join us as we build an even cleaner B.C. We welcome applications from all qualified job seekers. If you're a person with a disability, please let us know by emailing RecruitmentHelp@bchydro.com, as adjustments can be made to help support you in your application process.

Material Supply Planner (FTT)

Number of positions: 1

Job Location: Surrey-Store 1

Employment type: Temporary

Region: Lower Mainland

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Hybrid

Annual salary: \$ 78,000.00 - 83,900.00

What you'll do

- * Determines appropriate material supply strategy and optimal inventory levels to meet service levels, minimize stock outs, and ensure security of supply while balancing financial risk of excess inventory and carrying costs for assigned portfolio; manages inventory planning parameters (such as lead times, re-order points, target maximums and economic order quantities) on assigned commodities and assigned storage locations across the province to ensure adequate supply of materials to meet demand for planned and unplanned work; and coordinates with material demand planners and/or end users to confirm demand accuracy and quantity and need dates for material requests.

- * Visits field stores and generation sites throughout the province to review inventory levels, material ordering and supply chain processes and procedures in order to optimize inventory levels and improve service.

- * Evaluates and fulfills stock replenishment orders, identifies and arranges for disposition of surplus material, prepares disposal authorizations for obsolete or damaged materials and provides input to the Investment Recovery Department on salvage, trade-in or resale items.

- * Determines material procurement quantities, delivery schedules, urgency and priority of material requests for assigned commodities and manages purchase requisitions and places purchase orders for all material requests in compliance with corporate policy and purchasing guidelines for purchasing and order placement activities.

- * Clarifies details of material requirements (such as description, manufacturer name, part number) with the requestor and identifies available suppliers. Leverages existing contracts and blanket purchase orders established by the Sourcing group and, for low dollar value purchases, develops and executes requests for quotations (RFQs).

- * Reviews, confirms and expedites upcoming supplier deliveries. Coordinates with suppliers on product quality, packaging, damages and invoice/receipt discrepancies; manages material receipts and resolves invoice issues with end users, warehouse personnel, suppliers and Finance. Provides feedback on supplier performance to contract managers.

- * Provides a single point of contact to the field and resolves material-related issues with end users and warehouse personnel.

- * Provides end users with training on material ordering systems and information about supply chain processes for the purposes of maximizing the use of existing inventory and compliance with procurement policies and controls. Identifies gaps and recommends improvements on current inventory, purchasing and order placement processes.

- * Keeps current on inventory planning, purchasing and order placement trends, strategies and best practices by participating in external industry-related research, training and development forums.

- * Performs duties of a minor nature related to the above duties that do not affect the rating of the job.

What you bring

- * Bachelor's Degree in Supply Chain, Operations Management, Business Administration; or equivalent practical work

experience combined with successful completion of relevant courses including but not limited to: “Inventory Planning/ Control and Warehouse Operations” (from Canadian Logistics Institute PLOG program), “Introduction to Procurement” offered by Purchasing Management Association of Canada (PMAC), CPIM modules (offered through APICS); or other demonstrated equivalent combination of education, training and experience; plus three (3) years of demonstrated supply chain and inventory/purchasing experience.

* APICS CSCP (Certified Supply Chain Professional) designation (complete or in progress) is an asset. Experience working at an electric utility or in a similar asset-intensive industry is an asset.

What we offer

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses

For more information on the benefits we offer, visit bchydro.com/benefits.

What else you should know

This position is affiliated with the Movement of United Professionals union (MoveUP/COPE). <http://moveuptogether.ca>

* This is a Full-Time Temporary (FTT) MoveUP Group 9 opportunity on the team based at Surrey-Store 1. This opportunity is for approximately six (6) months in duration.

* Works in a normal office environment. Some positions may require regular travel to visit key stores/offices in the Lower Mainland and regular overnight travel to field stores/generation sites across the province.

* Please note this role is classified as a Hybrid role under the flexible work model, which currently includes a mix of working from home and working in the office. At present, this role is expected to work in the office a minimum of two days per week however at times it could be more frequent due to operational requirements and does require flexibility.

Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays.

How to apply:

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html or click 'Apply'

You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

Location: Surrey, British Columbia, Canada, V3N 4X8

Date Posted:	2026-08-06	Closing Date:	2026-08-21
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