



Internal/External Job Posting

Job Number: 005618

Closing Date: January 23, 2019

Resumes received in our office after the closing date will not be considered.

Position Title:	Vendor Qualification and SPO Coordinator
Salary Band:	L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor's degree in Business, or related field* ▪ Three (3) years of related experience with business process, contracting, procurement of services, , vendor qualification, quality management, supplier performance management ▪ Advanced knowledge of Oracle and MS-Office suites ▪ Advanced written and verbal communication skills <p>* Equivalent of experience may substitute for the Bachelor's degree on a year-for-year basis</p>
Preferences:	<ul style="list-style-type: none"> ▪ Master in Business Administration, or related discipline ▪ Five (5) years' experience in Procurement, Contracting, Project Management, Quality Management, or related discipline ▪ Ability to gather, correlates, summarizes, and interprets a variety of information and data and synthesizes findings into a cohesive, management-level report. ▪ Intermediate level knowledge of database reporting tool, Business Objects, and SharePoint 2013. ▪ Ability to analyze process and trends and devise solutions to complex problems
Accountabilities and Specific Requirements:	<p>Under general direction of the Supplier Performance & Compliance Supervisor, this role will be accountable to critically assess third parties' fitness to provide services to Alyeska by conducting vendor evaluations and qualifications per APSC's regulatory and business requirements to mitigate risk, maintain accurate and auditable listings of qualified vendors, and perform regular reporting to regulatory agencies.</p> <p>This role will also coordinate and manage the corporate service procurement for Alyeska. This position will be responsible for the service purchase order lifecycle: create requisitions; determine the best value provider; oversee progress of the contracted work; and close the purchase order upon work completion. Through the application of purchasing procedures, this position participates in the development and fulfillment of purchase orders and contract requirements in the acquisition of services into an integrated enterprise business system and maintains internal controls around the function. Monitors supplier compliance with PO requirements and measures supplier performance with established procurement key performance indicators.</p> <p>This job will serve as a liaison between the Contracts & Procurement Department and its internal and external clients, providing complex and diverse vendor qualification and service procurement duties. Accountable for projects and job assignments requiring independent decision making, expertise, and collaboration, including:</p> <ul style="list-style-type: none"> • Coordinate and monitor activities to ensure compliance with regulatory and business requirements. • Assess processes for continuous improvement and effectiveness, and update documents as needed. • Provide project management and team leadership skills to develop and implement solutions to improve both the vendor qualification and the SPO processes.



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	<ul style="list-style-type: none"> • Develop and analyze data and other information to facilitate and implement effective and comprehensive compliance policy decisions. • Communicate initiatives and program changes effectively to management. • Manage various information systems as required. • Create reports to effectively communicate status of vendor qualifications and purchase orders. <p>Requires a business background with proven strength and ability to apply vendor qualification and purchasing knowledge, make high level business decisions, and administer complex vendor assessments and purchase orders. Strong knowledge of procurement, commercial, and business management theory, procedures, and protocols; contract administration, risk assessments, and Federal, State, Local and regulatory requirements for operation in APSC's specific business environment. High level finance, accounting, warehousing, or material coordinating, project construction, or IT experience. Additional expectations of this role include working knowledge of TAPS Operations, Contracts, and Supply Chain Counsel.</p> <p>Proficient in managing multiple projects and priorities with the ability to react quickly to changes in priorities, scope, and/or timelines. Evaluate workload requirements to meet deliverables and coordinate work within the team as necessary to meet deliverables. Ability to analyze issues, identify business impacts and/or legal implications and provide recommendations on appropriate strategy or approach. Critical communication and organizational skills are necessary for successful implementation of responsibilities. High level computer skills working with Enterprise Business software, expertise in procurement software, and SharePoint.</p> <p>Success in this role will require excellent interpersonal and communication skills in a team-based and customer support environment, good written communication skills, proven customer service experience, advanced knowledge of procurement procedures and contract and procurement guidelines, and an understanding of and experience with general accounting functions. Demonstrated ability to work collaboratively with individuals and groups to build value-based relationships and drive results.</p>
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Business Management ▪ Contract Management ▪ External/Internal Relations ▪ Interpersonal Communications ▪ Procurement ▪ Regulations ▪ Records Management ▪ Information Management
<p>Contributor Level</p>	<p>Individual Contributor - Professional</p>
<p>TAPS Safety Culture</p>	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>



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<p>Pre-Employment Drug Screen Testing</p>	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
<p>Employment Verification using E-Verify</p>	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
<p>TWIC</p>	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.

Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com