



Hallmark

Position: Inventory Coordinator
Location: Nisku, Alberta

Key Responsibilities:

As an integral member of our Nisku and Inventory team, you will be a proactive employee who will have the responsibility of coordinating Hallmark's industry-leading supply and service procurement and Inventory Management initiatives. Specific duties will include:

- Value-add process management and control (tracking and documentation of costs added to material after it becomes inventory)
- BTB (back to back) related documentation and control
- Day to day reconciliation of inventory
- Interface with third-party yards to verify and reconcile inventory records
- Other key responsibilities related to inventory

Education/Experience:

- Must possess a minimum 3 years experience in Oil and Gas Drilling and completions or related field.
- A related degree or designation with a detailed understanding of the concept and delivery of integrated supply with a focus on quality, safety and value.
- Extensive knowledge and understanding of tubular products and the industry we work in.
- Working ability with Microsoft applications specifically Outlook, Word and Excel.

A career at Hallmark is demanding, but also rewarding. Our training programs are designed with employee development and growth in mind, and our benefits and compensation programs are recognized and considered more than competitive and adaptable to meet the needs of our employees.

To apply for this job, please send your resume to rfriesen@hallmarksolutions.ca.