

Company Description

We're on a mission to become the most impactful carbon technology company of this decade. Carbon Upcycling's patented technology reduces the carbon emissions of cement and concrete while improving the strength and durability. Our technology enables lower carbon, higher resilience concrete for the adaptable infrastructure we need in the 21st century.

Since 2014, Carbon Upcycling has scaled its ability to convert CO₂ emissions into value-add end materials over a million times and has since been confirmed as one of the top CO₂ utilization companies in the world as a winner of the X-Factor Award in the Carbon XPRIZE. We've also been named as a Solar Impulse Efficient Solution label recipient, a funding recipient of Fundación Repsol Entrepreneurs Fund, and a winner of the 2019 76West Clean Technology Competition.

At Carbon Upcycling, we're using the waste of today to build a better tomorrow. We have a vision of creating a world where carbon is a sustainable resource to shape the future of humanity. We are a team that values and embraces diversity in people and thoughts.

Learn more about our company, our low-carbon cement alternative, and our low-carbon plastics alternative [on our website](#).

Culture

We have an incredible opportunity to make an impact on this earth. With a focus on innovation, we have been pushing the boundaries in some of the largest industries in the world. Carbon Upcycling team members lean into their curiosity and resourcefulness, move quickly, and are proactive problem solvers. We have fostered an ambitious team that has been able to scale our technology by over one million times in production capacity in the past five years. Through a company culture that is trusting and transparent, we have built a team of positive thinkers that are committed to achieving evidence-based impact. Applicants who are looking for a culture that is focused on continuous learning and new challenges will fit in well. We believe in diversity and inclusion. We believe in integrity. We believe in innovation. We believe in curiosity. We believe in accelerating change as a team of doers. Join us.

Job Title: Operations Coordinator

Job Type: Full-time permanent

Department: Operations

Location: Calgary

Role Overview: Supports the operations team, engineering team and R&D team. Assists in the coordination, negotiation and management of vendor relationships, reports to the CEO & Operations Manager.

Responsibilities

- Assist in the development and maintenance of vendor relationships, coordinating across business units, and ensuring smooth operations of on site activities
- Identify and evaluate potential vendors based on their capabilities, pricing, and quality of products/services offered
- Maintain existing technical data base and strive for best manufacturing readiness practices: just-in-time delivery, check-list before work, six sigma
- Develop and manage vendor contracts, ensuring that they are aligned with our company's goals and standards
- Collaborate with cross-functional teams to ensure that vendor activities are aligned with business objectives and operational requirements
- Identify issues and potential improvements in operational processes and general site operation
- Coordinate internal resources and third parties/vendors for supporting the execution of projects
- Create and inventory system for shop team in Calgary and work to ensure team has necessary supplies for operations
- Assist with ordering tools and supplies needed for production and operations
- Support operations team with project planning, documentation, and communication of progress with the rest of the company
- Assist Operations Manager to help to ensure resource availability and allocation; act a liaison and support in the building out of a rounded operations team
- Generate reports, transcribe minutes from meetings, and create presentations as necessary
- Supports in the development and maintenance of documentation related to vendor management and operations support
- Contributes to a safe work environment, while maintaining high operating standards
- Travel within city limits or planning with logistic companies to deliver parts and other equipment as necessary for shop operations
- Supports routine meetings, and the aids in overseeing of task management and completion within the internal operations team associated consultants and contractors

Qualifications

- Preference for a Technical or Bachelor's degree in Business Administration, Engineering, Operations Management, Construction Management or a related field. People without formal education, but who have work experience in this field will be considered as well
- At least 3 years of experience in vendor management and/or operations support
- Demonstrated experience in vendor management, procurement, or supply chain management, preferably in a technical or manufacturing environment

- Excellent at dealings with vendors and external stakeholders, along with internal communication skills, written and verbal communication skills
- Preference for individuals with abilities to prepare and interpret manufacturing drawings, PFDs, P&IDs
- Key non-technical attributes we look for include self-awareness, ability to prioritize and delegate, and high performance in dynamically changing environments
- Has an eye for safety and preventative maintenance
- Solid organizational skills including attention to detail and multi-tasking skills
- Proficiency in project management software and vendor management tools is a plus. Willingness to learn company systems is essential
- Passionate about working in a startup environment and willing to learn and adapt quickly

Language: English

Compensation

- Salary competitive
- Benefits include extended health benefits, paid parental leave, bereavement time, paid vacation and sick leave, health and life insurance, stock options
- Extensive training and development opportunities

The right candidate for this role might not have every qualification listed in this job description. The right candidate might have skills that we haven't considered. If you think you'd make a great candidate for this position, please send us your resume and let us know why. We look forward to hearing from you!

Application Instructions

To apply, please send a cover letter and resume to careers@carbonupcycling.com and include the job title in the subject line.