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SITE PROCUREMENT & WAREHOUSE – SUMMER STUDENT

Job Type	Full Time - Temporary
Work Schedule	Monday-Thursday, 10 hours/day (7:30am – 5:30pm)
Reporting To	Procurement & Materials Management Coordinator
Location	Caroline Gas Plant

Company Profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta, focused on the exploration, extraction, and processing of natural gas. The Company is a significant upstream producer and midstream custom processor of natural gas, NGLs, condensate and sulphur from Western Canada. We employ approximately 300 people across our operating locations and Calgary head office and are an inclusive, diverse team with meaningful challenges and opportunities for learning and career growth.

The Opportunity

We are seeking a motivated Site Procurement & Warehouse Summer Student to join our team at the Caroline Gas Plant. In this role, you will provide hands-on support to the Procurement and Materials Management Coordinator, contributing to both procurement activities and warehouse operations.

This position is ideal for students pursuing a future career in procurement, supply chain, or operations and who are eager to learn, grow, and make meaningful contributions. This is a site-based role requiring regular on-site presence Monday through Thursday and the ability to independently commute. A valid Class 5 driver's license is required.

Key Responsibilities

Tactical Sourcing & Procurement

- Solicit competitive quotes and proposals for lower-complexity purchasing needs.
- Analyze quotations for competitiveness, accuracy, scope clarity, and compliance.
- Vet proposals, clarify responses, and document follow-up.
- Generate purchase orders and process amendments or revisions.
- Cancel purchase orders as needed, minimizing cost impacts.
- Complete purchase order close-outs in Maximo, including cost and turnover documentation.

Inventory Management

- Support Free Issue, Vendor Managed Inventory (VMI), and Consignment processes.

- Consider safety stock, reorder points, and economic order quantities.
- Assist with demand forecasting, preservation, and records management.

Warehouse Operations

- Support CRM activities and maintain strong working relationships with internal clients.
- Follow safe materials-handling and storage practices (WHMIS/TDG).
- Assist with kitting, staging, and work-in-progress activities.

Qualifications & Experience

Education & Experience

- Currently pursuing a degree or diploma in supply chain management, business or a related field.

Essential Skills

- Proficiency with Microsoft Office and other technology-based tools.
- Open and eager to learn; a collaborative team player.
- Strong communication and relationship-building abilities.
- Self-motivated, capable of working independently and within teams.

Why Join Us?

You will have the opportunity to gain meaningful, hands-on experience across procurement, inventory, and warehouse operations while working alongside knowledgeable professionals who are committed to your development. This role offers exposure to real operational challenges, the chance to build foundational skills in supply chain management, and the ability to contribute directly to the success of a major processing facility. It's an excellent environment for learning, growth, and establishing a strong start to your career.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.

To apply please send resume to HR@cavvyenergy.com