



## Job Position Description

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| <b>POSITION TITLE:</b>  | Site Logistics Coordinator, Mont Sainte-Marguerite |
| <b>DEPARTMENT/AREA:</b> | Asset Management, Direct                           |
| <b>OFFICE LOCATION:</b> | 226, Rue de l'église,<br>St-Séverin, Québec G0N1V0 |
| <b>REPORTS TO:</b>      | Facility Manager                                   |

### Employment Status

- Full Time     Part Time     Contract  
 Exempt     Non-Exempt

### COMPANY OVERVIEW

Pattern Energy is an independent, fully integrated energy company that develops, constructs, owns and operates renewable energy projects and transmission assets across North America and parts of Latin America. The company focuses primarily on wind and transmission, with limited investments in other generation technologies.

The Pattern Energy team has a history as one of the top North American renewable energy and transmission providers in the industry. The team is dedicated to delivering the highest value for its customers, partners, financial supporters and the communities in which it works, while exhibiting a strong commitment to promoting environmental stewardship and corporate responsibility.

Pattern Energy operates in the United States and Canada, with offices in San Francisco, Houston, San Diego, New York and Toronto. Pattern Energy Group LP's corporate headquarters are in San Francisco.

### JOB PURPOSE

The Pattern Energy Site Logistics Coordinator will be primarily responsible for supporting the Wind Facility Operations Team, working directly with the Facility Manager and Regional Manager in the day to day administrative activities and record keeping for the facility.

### KEY ACCOUNTABILITIES

- Create reports and project statements which include but are not limited to owner cost responsibility, project status, and adherence to contractual requirements. Analyze and interpret financial and operating data as requested.

**PATTERN ENERGY GROUP LP IS AN EQUAL OPPORTUNITY EMPLOYER**



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- Execute and administer spare parts inventory related responsibilities including organization of stockroom, shipping and receiving, goods movements, cycle counts and the tracking and recording of serialized components.
- Assist with work order processing in Dynaway AX, to include material consumption, goods movements, labor hours, and other key measurements associated with job/task.
- Purchasing and Receiving activities, such as generating requisitions, vendor set up, administering purchase orders, working with legal, receiving goods, purchasing tools and/or equipment, resolving vendor discrepancies, etc.
- Provide desk-side support to site staff for the Company's ERP (Enterprise Resource Planning) systems such as AX financial, requisition and purchase order processing, time entry, maintenance and materials management, etc.
- Understand and track project expenses and prepare reports as needed for the Facility Manager in support of their financial management of the project.
- Work with Corporate Facilities to manage the O&M building office equipment and stocked consumables.
- Work closely with the Houston and San Francisco Offices on various issues, such as legal matters, vendor certifications, community outreach plans, etc.
- Assist with the coordination of company functions, high-visibility meetings, and training as required.
- Participate in regional and project staff meetings as requested.
- Support JV/Partner agreements if in place.
- Other duties as directed and needed.



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### EXPERIENCE/QUALIFICATIONS/EDUCATION REQUIRED

#### Educational Experience

HS Diploma/GED and minimum of 4 years of experience in a comparable administrative role; or equivalent combination of education and experience.

#### Required Work Experience

- Must be bilingual
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) with the ability to set up MS Windows profiles, email settings, printer access and desktop shortcuts.
- Demonstrated analytical and quantitative skills including the ability to analyze and interpret financial data; process and understand various accounting functionalities.
- Strong communication and interpersonal skills, including ability to work with all levels of the organization, and as a member of a team.
- Prior experience of maintaining and adhering to inventory controls, working with AX or equivalent ERP system, and purchasing and receiving activities.
- Demonstrated hardware skills such as the ability to move electronic equipment within the office space, knowledge of network access and computers, printers and peripherals.
- Demonstrated skills in typing and proofreading.
- Strong prioritization and multi-tasking skills with the ability to operate in a complex, rapidly changing business environment with typically tight schedules and demanding targets.
- Demonstrated ability and initiative to manage time effectively.
- Ability to maintain confidentiality of the department and team.