



Procurement Specialist, Full-time, Calgary, Alberta

Baytex Energy Corp. is an energy company with headquarters based in Calgary, Alberta. The company is engaged in the acquisition, development, and production of crude oil and natural gas in the Western Canadian Sedimentary Basin. Baytex's common shares are traded on the New York Stock Exchange and the Toronto Stock Exchange under the symbol BTE.

Baytex is seeking a results-driven **Procurement Specialist** to join our Calgary-based team. This role is responsible for overseeing and optimizing end-to-end supply chain operations supporting our drilling, completions, production, and capital projects across the Western Canadian Sedimentary Basin (WCSB). You will collaborate closely with internal stakeholders and external vendors to ensure cost-effective, timely, and high-quality delivery of goods and services.

Key Responsibilities:

- Oversee procurement, contracting, logistics, and materials management activities for upstream oil and gas operations.
- Manage sourcing and procurement for drilling, completions, facilities, and capital projects.
- Work closely with internal teams to forecast requirements, ensure alignment with operational objectives, and deliver strategic sourcing initiatives.
- Manage vendor relationships, contract compliance, and supplier performance.
- Support the development and execution of supply chain strategies, cost optimization, and risk mitigation initiatives.
- Maintain compliance with corporate policies, industry standards, and applicable regulations.
- Contribute to ESG goals through responsible sourcing and supplier engagement.

Requirements:

- Proven experience in SCM in the Oil and Gas Industry (WCSB), with 5+ years of experience.
- Previous experience in procurement for drilling and completions would be an asset.
- Previous experience in procurement of facilities and pipeline equipment would be considered an asset.
- University degree in business or similar would be ideal.
- Supply Chain Management Professional (SCMP) designation would be an asset.
- Wide range supply chain management knowledge, i.e., strategic sourcing, contract management, logistics and materials management.
- Experience in inventory management would be considered an important strength.
- Demonstrate a tenacious work ethic, entrepreneurial mindset, and a positive attitude.



- Develop, plan, generate buy-in, and execute projects with minimal supervision.
- Demonstrate time management, detail-oriented organization, and coherent presentation skills.
- Contribute to strategic planning and analyze data & trends for informed and collaborative decision making.
- Proactively identify opportunities for improvement and push innovative solutions in the best interest of Baytex.
- Display strong interpersonal skills with the ability to act effectively as a member of a team.
- Active listening skills, appropriate response abilities and displays diplomacy, tact, and respects confidentiality.

How to Apply:

Submit your resume and cover letter to: resumes@baytexenergy.com

Closing Date:

September 11, 2026