



BUYER

Copper Mountain Mine is a large scale open pit copper mine located in south central British Columbia. The mine has evolved into a mature and highly efficient operation with a long term mine plan and significant opportunity for mine life extension. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle with easy access to city life, this could be your opportunity.

The Buyer is an integral part of the on-site team supporting site level purchasing. The Buyer is responsible for a variety of activities including purchasing, inventory, logistics, transportation, contract, and blanket purchase order administration.

JOB DESCRIPTION

- Adhere to all procurement policies and practices to ensure risks to Copper Mountain are minimized and managed effectively
- Coordinate with Accounts Payable to:
 - Ensure invoices match approved rates
 - Ensure vendor invoices are processed in a timely manor
 - Address discrepancies, mediate disputes between A/P and vendors
- Provide reports and attends meetings to update on current activities as required
- Coordinate procurement requirements with departments and obtain competitive pricing information from vendors and suppliers
- Prepare and manage purchase orders, blanket purchase orders and contracts in accordance with Company policies and procedures accurately and in a timely manner
- Manage large volume of RFQs required for various departments in a timely manner
- Work with suppliers to reduce costs by identifying opportunities and process improvements
- Assist in resolving lost, damaged, or miss-shipped materials with suppliers
- Maintain strong communications with departments to ensure needs are being met in a timely manner
- Actively contribute to managing vendor selection, vendor performance and continuous improvement of both the contractual relationship and departmental processes

QUALIFICATIONS

- Procurement or Inventory related certifications
- Procurement experience, preferably in mining
- Strong negotiation skills
- Highly organized, detail oriented, ability to prioritize
- Excellent verbal and written communication skills
- Advanced MS Word and Excel knowledge
- Knowledge of Maximo ERP considered an asset



PAY AND BENEFITS

CMM offers a competitive wage, comprehensive benefit package and RRSP contributions for retirement planning. **There is no camp provision at Copper Mountain Mine.**

This is a Monday – Friday (5x2) position. All qualified persons are invited to apply; **applicants must be legally entitled to work in Canada.**

You will be required to participate in a pre-employment drug & alcohol screening and a medical.

Send resume outlining related qualifications to hr@cumtnop.com (in either word or pdf).

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Copper Mountain Mine respects the privacy of all applicants and the confidentiality of personal information.