

July 25, 2022

Buyer

Position

Buyer

Summary

Reporting to the Superintendent, Materials Management, the Buyer is responsible for Mill-related purchasing activities.

Responsibilities

- Practices safe work behaviours and supports the Copper Mountain Mine safety culture through participation in daily and monthly safety meetings and initiatives,
- Provides reports and attends meetings to update on current activities,
- Coordinates procurement requirements with departments and obtains competitive pricing information from vendors and suppliers,
- Prepares and manages purchase orders, blanket purchase orders and contracts in accordance with Company policies and procedures accurately and in a timely manner,
- Works with suppliers to reduce costs by identifying opportunities and process improvements,
- Assists in resolving lost, damaged, or miss-shipped materials with suppliers,
- Maintains strong communications with departments to ensure needs are being met in a timely manner,
- Contributes actively to managing vendor selection, vendor performance and continuous improvement of both the contractual relationship and departmental processes,
- Coordinates with Accounts Payable to ensure invoices match approved rates, addresses discrepancies, and mediates disputes between A/P and vendors,
- Liaises with Accounts Payable to ensure accurate and timely payment of invoices, as necessary for all business completed with suppliers,
- Performs any other responsibilities related to the Buyer's role as required or as assigned by the department head.

Education & Experience

- Post-secondary degree or diploma in a technical discipline or bachelor's degree in Business or closely related field with equivalent experience in technical environments.
- PMAC's Certified Professional Purchaser (CPP) or ASCM's Supply Chain Management Professional (SCMP) designations are considered an asset,
- Minimum of three to five (3-5) years of relevant work experience in a purchasing and/or supply chain capacity and managing the tender processes,
- Minimum of three to five (3-5) years of experience in a similar technical industry (knowledge of mill processing equipment, including semi-autogenous mills, ball mills, gyratory, cone crushers, and other related machinery),
- Experience negotiating supplier agreements and developing supplier relationships,

- Experience with ERP systems and experience with IBM Maximo is considered an asset,
- Proficient user of Microsoft Office Suite,
- Possess a valid Class 5/7N driver's license and have access to personal transportation.

Knowledge, Skills, and Abilities

- Ideal candidate will possess exceptional communication and negotiation skills,
- Proven ability to develop and maintain strong relationships and excellent customer focus,
- Excellent organizational skills and attention to detail,
- Results-oriented, self-motivated individual with a strong sense of initiative and who enjoys challenges,
- Demonstrated mathematical skills with the ability to calculate figures and amounts such as discounts, percentages, and averages required,
- Exhibited effective planning and scheduling skills,
- Ability to work efficiently as a part of a team as well as independently.
- Required to meet pre-employment testing requirements.

Working Conditions

- Frequent exposure to a team environment with regularly scheduled and ad-hoc meetings,
- Frequent exposure to sitting at a computer doing work online,
- Rare exposure to working in adverse temperature conditions, both hot and cold,
- Rare exposure to uncomfortable conditions associated with the work environment such as working in noisy, dusty, and wet environments,
- Rare exposure to lifting and moving items and equipment up to 50 pounds,
- Work requires an obligation to take charge of crises that require quick reaction to maintain operating efficiency or people's safety,
- Routine exposure to periods of high intensity requiring a temporary work overload on several days or weeks about forecasting, budgeting, etc.
- Regular exposure to multiple priorities requiring scheduling changes and uncertainty in the work organization,
- Regular exposure to high stress caused by constant requests from several people causing uncertainty and ambiguity.