

Procurement Specialist

Reporting to the General Manager, the procurement specialist will be responsible for:

- Performing commonly practiced procurement processes, including planning, preparing, administering, evaluating, negotiating, and awarding various materials and services contracts;
- Developing, implementing, and administering successful negotiation strategies to establish favorable terms and conditions;
- Administering the contracting life cycle through commonly practiced and approved industry methods for projects;
- Performing market and economic analyses to propose beneficial sourcing opportunities;
- Identifying, leading, and actively participating in business improvement initiatives; and
- Supporting training of staff on procurement policies.

Qualifications:

- Minimum of 10 years of progressive purchasing experience;
- Experience in mining or construction industry;
- Post-Secondary diploma/degree in a related field such as Office Administration, Accounting, Business, Marketing, Supply Chain Management, or equivalent experience;
- Proficient in Microsoft Office, Word, PowerPoint, Excel with experience using SharePoint;
- Experience in inventory control and management an asset;
- Experience in purchasing;
- Experience in the Supply Chain Management field with a good understanding of contract structures, terms, and conditions;
- Experience in maintenance and capital project support, including scoping, bidding, negotiating, and contract administration;
- Demonstrated ability to draft contracts;
- Ability to handle large volumes of work and multiple priorities simultaneously;
- Experience in asset recovery (inventory and equipment);
- Strong written, verbal, and interpersonal communication skills;
- Self-starter with the ability to manage numerous tasks simultaneously; and
- Self-motivated and capable of working under minimal supervision.

Start Date, Compensation, Location and Schedule:

- Start Date: May 1, 2024
- Salary Range: \$90,000 - \$120,000 based on experience.
- Benefits provided.
- Location: BC based resident preferred. The position may be a hybrid mix of working from home with travel to and working from the Bralorne Mine site.
- Schedule: Position is flexible with some time required to be at the Bralorne Mine site once per month. Room and board will be provided while at the Bralorne Mine Site.