

ST. LAWRENCE FLUORSPAR PROJECT

Jr. Buyer / Inventory Controller

Canada Fluorspar (NL) Inc. offers an exciting and challenging opportunity for an individual to join its procurement team as a Jr. Buyer / Inventory Controller. This position is temporary in nature and the duration is expected to last between six (6) to twelve (12) months.

Reporting to the Procurement and Logistics Supervisor, this position will work a five (5) day on / two (2) day off work schedule. The primary focus of this role will be to purchase supplies, equipment, and services in a professional, efficient, timely, and cost-effective manner in accordance with company policies and procedures.

DUTIES / RESPONSIBILITIES

- Interpret requisitions/specifications for equipment, materials, and services to be procured
- Ensure that Purchase Order accuracy and that Supplier's products and/or services will meet specified requirements and the established targets
- Work with the end user and vendor to determine the most cost-effective order quantities for stock, considering factors related to transportation and holding inventory
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other issues
- Maintain the suppliers list and seek new suppliers based on best price, quality, availability, reliability, and technical support
- Enter information into the company's enterprise-wide material management system to facilitate the placement of future orders and the preparation of procurement reports

EDUCATION / EXPERIENCE / SKILL

- A post-secondary diploma/degree in a related field such as Business Administration, Procurement or Supply Chain Management
- A minimum of two (2) years purchasing experience in a mining or heavy industrial setting
- Completion or enrolment in a Supply Chain Management Professional (SCMP) Designation is considered an asset
- Intermediate computer skills and strong verbal and written communication skills are essential for this position. Experience with Sage software would be extremely beneficial

To apply, please forward a cover letter and resume by **5:00 pm March 3rd, 2020** to:

Posting #2020-005 – Jr. Buyer / Inventory Controller

Attn: Human Resources Department

Email: careers@canadafluorspar.com

Fax: (709) 873-3335

CFI is an equal opportunity employer. We encourage all qualified applicants to apply. We thank all applicants for their interest, however, only those considered for an interview will be contacted.