



## Join **Stornoway** and become part of a great team, operating Québec's first diamond mine, Renard.

<b>Position:</b>	<b>Senior Buyer</b>	<b>Posting:</b>	January 23, 2019
<b>Department:</b>	Supply Chain	<b>Deadline:</b>	February 12, 2019
<b>Location:</b>	Headquarter, Longueuil (near the subway station)	<b>Posting Number:</b>	SWY-AFF-2019-AP01
<b>Schedule:</b>	Full time		

Stornoway Diamonds is looking for a Senior Buyer to join its Longueuil team. Reporting to the Supply Chain Manager, the Senior Buyer is responsible for the following activities.

### **Main tasks and responsibilities:**

- Owning the development and implementation of a category management strategy and the development of commercial agreements to minimize total cost of ownership and maximize value creation;
- Participate in the development of a procurement plan to optimize the acquisition of equipment and services required to operate the mine site;
- Coordinate with the various business units to establish material and service contracts to ensure the maintenance of operations;
- Manage complex procurement projects, ongoing contract management, warranties and supplier relationships;
- Ensure that activities under their responsibility are carried out in accordance with procedures, laws and regulations, agreements and conventions with local partners in accordance with Stornoway's governance requirements;
- Monitor quotas and material cost forecasts to identify changes or determine their influence on supply chain activities;
- Contribute to the reduction or control of costs;
- Establish close ties with local and national business partners, including Cree and James Bay stakeholders;
- Optimize business processes in a context of continuous improvement, productivity efficiency;
- Develop mechanisms for monitoring and authorizing purchases in order to optimize the purchasing department;
- Develop, evaluate and implement new sources of supply, identify potential suppliers, collect bids and analyze proposals in order to make a recommendation;
- Negotiate with suppliers the price of goods, terms of payment, delivery date, transportation costs, etc;
- Confirm receipt of purchase orders and track non-conformities of all product receipts and returns;
- Undertake value tracking and prepare monthly, quarterly and ad hoc reports for clients and management;
- Participate in the development and implementation of a supplier relationship management program;
- Contribute to the optimization of the inventory management strategy in order to optimize inventory turnaround time and improve parts availability.

### **Qualifications and skills:**

- Bachelor degree in administration, operations management or other equivalent training;
- Minimum of 8 years' experience in a role as a main buyer and/or category specialist;
- Experience in the mining or industrial field is an asset;
- Ability to plan, prioritize and organize tasks in a context of tight deadlines;
- Strong project management skills, problem solving, customer relationship management, both with internal and external clients;
- Excellent skills in using computerized solutions, including the ability to produce reports and other documents with the Microsoft Office suite;
- Excellent verbal and written communication skills, both in French and English, and the ability to interact and influence stakeholders;
- Strong negotiation skills, dynamic and persuasive
- Versatility and flexibility in terms of tasks;
- Demonstrated ability to work unsupervised and be a self-starter;
- Act as a team player;
- Availability to travel to the mine site occasionally;
- Fluency in French and English, both oral and written.

### **INTERNAL application:**

Duly complete the internal posting form and return it to the human resources representative in your sector.

### **EXTERNAL application:**

Send your resume and cover letter to: [hr@stornowaydiamonds.com](mailto:hr@stornowaydiamonds.com). Please **indicate the reference number SWY-AFF-2019-APP01 Senior Buyer** in the subject line of your email and in your cover letter.