



# JOB POSTING



## **PURCHASER**

**APP17-01**

Canadian Royalties Inc. (CRI) owns large claims of nickel, copper, platinum and palladium in Nunavik (Northern Quebec). As part of its operations, CRI is looking for qualified and highly motivated talents to join its team.

<b>EMPLOYMENT STATUT : PERMANENT</b>	<b>NUMBER OF PERSONS TO BE RECRUITED: 1</b>
<b>DEPARTMENT: PROCUREMENT AND LOGISTICS</b>	<b>WORK LOCATION: EXPO SITE (NUNAVIK)</b>
<b>WORK SCHEDULE:</b> Normal work schedule, i.e., 6-week rotation, remunerated, shared as follows: 3 weeks worked (77 hours of work/week, 7 days a week) followed by 3 weeks of leave.	
<b>POSTING PERIOD: FROM APRIL 5<sup>TH</sup> TO 19<sup>TH</sup>, 2017</b>	

### **SUMMARY OF RESPONSIBILITIES :**

Reporting to the Procurement Supervisor, the purchaser must do the purchase of equipment and materials required for the mining operations from different source of supplies. Ensures interface between suppliers and the maintenance sector. Its mains responsibilities are:

- Plans and oversees the cyclical inventory in stock and make inventory adjustments;
- Writes and sends RFQ's, while respecting the procedures that are in place ;
- Searches for the best price and delivery time and new sources of procurement ;
- Prepare and send purchase orders, follow up on payments and incomplete orders;
- Negotiations with suppliers on prices, trade terms and agreements;
- Support the Contract Administrator in tenders;
- Act as a purchasing representative in the mining site meetings.

### **REQUIRED QUALIFICATIONS**

- Collegial Diploma (DEC), in the appropriate field. Training in the fields of logistics, of procurement or any management of inventory is an asset ;
- Professional Experience of 5-10 years;
- Knowledge in procurement and inventory management, logistics of transport and in management of hazardous materials would be considered as an asset ;
- Willing to work in a remote environment and within a multicultural team;
- Mastery of work processes and good practices in procurement management;
- Customer-based approach and the capacity to manage change ;
- Master the tools of analysis and computer programs related to purchasing ; Guide TI an asset;
- Bilingual English/French is essential.

### **SKILLS AND APITITUDES**

- Respect for compliance with regulations, health and safety rules, and the environment ;
- Willing to work in an multicultural team and environment ;
- Skills in developing and maintaining good interpersonal relations and customer approach;
- Attitudes sought in general: dynamic, autonomous, positive, flexible, versatile and strong sense of the organizational work;
- Able to work well under pressure;
- Experience working in the North or a remote area is an asset.

Interested persons who wish to apply for this job must send their resume complete with a letter of motivation and all pertinent skills and job attestations by email to [emplois@canadianroyalties.com](mailto:emplois@canadianroyalties.com) by

**April 19<sup>th</sup>, 2017 at 4:00pm.**

*Only the persons selected for an interview will be contacted.*