



# JOB POSTING



## **PURCHASER** **JOB POSTING: APP18-02**

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: MONTREAL</b>
<b>WORK SCHEDULE:</b> The normal work schedule is 9 Hours a day including lunch for a total of 40 hours paid per week.	
<b>DEADLINE TO APPLY : November 16<sup>th</sup> 2018</b>	

### **SUMMARY OF RESPONSIBILITIES:**

Reporting to the Senior Procurement Supervisor, the buyer must do the purchase of equipment and materials required for the mining operations from different source of suppliers. Ensures interface between suppliers. Its main responsibilities are:

- Writes and sends RFQ's, while respecting the procedures that are in place;
- Searches for the best prices and delivery times and new sources of procurement;
- Prepares and sends purchase orders and follow up on them;
- Negotiates with suppliers on prices, trade terms and agreements;
- Prepares and manages requests for proposals.

### **REQUIREMENTS & QUALIFICATIONS**

- College Diploma (DEC) in the appropriate field. Training in the fields of logistics and procurement;
- Professional experience of 5-10 years in a buyer's position;
- Knowledge in inventory management, logistics of transport and in management of hazardous materials would be considered as an asset;
- Mastering the 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 is an asset;
- Bilingual English/French is essential.

### **SKILLS AND APITITUDES**

- Respect and compliance of 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;
- Seeking for a dynamic candidate, 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

**November 16<sup>th</sup>, 2018 at 4:00pm.**

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