

BUYER - (12994)

TO APPLY VISIT: www.iamgold.com/cotegoldcareers

Role Details

To execute the purchasing requirements to achieve maximum value and strategic operating results:

- Conduct the procurement of goods requirements, aiming for the best total cost while meeting deadlines.
- Communicate with suppliers and monitor controls to give the best possible service to internal customers.
- Support the production departments and service in their problem-solving.
- Negotiate purchases of goods and associated services according to client needs.
- Analyze purchase requests for the best possible purchasing method, pricing, terms and conditions, quantity discounts, quality and service. Ability to execute an RFQ process through all stages from Specification to Purchase Order/Contract Execution.
- Conduct solicitations for certain goods, associated services or manufacturing.
- Review questionable invoices with vendors.
- Maintain good vendor and departmental relations.
- Answer questions and handle routine requests related to purchasing.
- Ensure established policies and procedures are followed and are in compliance with established methodologies and quality standards
- Work closely, with early involvement to assist the department with best purchasing practices, and strategic planning and scheduling. This may include updating a Sourcing Plan when required.
- Comply with established methodologies and quality standards related to Purchasing while at the same time recommending new or alternate approaches.
- Communicate with other Buyers within the Cote Mine Supply Chain Team and resources in the Global Supply Chain for information related to major goods purchases and agreement requirements.
- Work with and seek advice from senior team members on more complex situations.
- Assist with special projects in Purchasing and other duties as required.

Maintain records for the materials management department:

- Work with the computer purchase order system for the buying process.
- Maintain records for the materials management department
- Ensure records are accurate, produced on time, up to date and in the required format.
- Maintain reference materials in accordance with regulations and policies.
- Perform clerical functions such as data entry, typing, filing and other functions required to support the role.
- Responsible for maintaining supplier catalogs and information from suppliers. Research alternate vendor sources and monitor pricing to ensure cost controls.

Support the Supply Chain Team on issues related to Purchasing:

- Provide assistance to team members
- Complete training in accordance with future needs.
- Flexibility to support staff coverage at all times, which may include some on-call responsibilities.

Qualifications

- Post-Secondary Education in Business / Supply Chain Services.
- Minimum of 5 years of related experience.
- Previous experience with the preparation of requests for quotations and quotation analysis.
- Previous experience with Oracle ERP system is an asset
- General knowledge of computerized purchase order systems and tracking with good data processing skills.
- General knowledge of materials management, logistics, transportation, and governmental regulations related to material shipments.
- General knowledge of mechanical and chemical principles and terminology.
- Must be able to work in a fast paced work environment.
- Excellent organizational skill and ability to prioritize responsibilities.
- Excellent communication skills.
- Strong computer skills.
- Ability to work with others in a team environment.

Côte Gold was developed in partnership with the Mattagami and Flying Post First Nations. The open-pit mine is a joint venture between IAMGOLD and Sumitomo Metal Mining Co. and is operated by IAMGOLD. We are located near Gogama, Ontario, with access to stable infrastructure and strong connections with our local communities.

IAMGOLD is committed to treating all people in a way that respects their dignity and independence. Should you require any accommodation during the recruitment process or otherwise, please notify us of this when you apply and we will work with you to meet your accessibility needs.

Primary Location: Canada

Work Locations: IAMGOLD Corp, Côte Gold Division 3 Mesomikenda Lake Rd PO Box 100

Gogama POM 1W0

Job: Operations

Organization: Cote Gold

Posting Date: September 17, 2021