



## JOB DESCRIPTION

**BARKERVILLE GOLD MINES LTD.**  
3700 SKI HILL ROAD  
WELLS, BRITISH-COLUMBIA  
V0K 2R0

# BUYER

Reporting to the Purchasing Manager the Buyer will be responsible for purchasing duties in an ERP industrial environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The successful candidate will:

- Manage purchase requisitions for accuracy and pricing in an ERP environment;
- Procurement of services and materials (both direct charge and inventory);
- Manage vendor selection and vendor performance;
- Document control;
- Coordinate shipping of materials including all Transportation of Dangerous Goods requirements;
- Assist in resolution of lost, damaged or miss shipped materials with suppliers;
- Coordinate warranty work/repairs and core management with maintenance department;
- Resolve invoice and/or payment issues related to purchase orders with Accounting;
- Work with supplier to expedite orders as required;
- Respond to supplier inquiries and maintain an amicable relationship;
- Explore and recommend better purchasing opportunities;
- Provide timely customer service and assistance with orders, inquiries and concerns;
- Assist administration team in basic administration functions such as filing, answering the telephone, drafting and issuing letters, data entry etc.

## **REQUIREMENTS OF THE POSITION:**

### **TRAINING / EXPERIENCE / CERTIFICATION / TRAINING**

- Possess the ability to build relationships and interface effectively with others at all levels of the organization.
- Ability to deal with competing priorities and manage time appropriately.
- An independent, self-motivated individual with the ability to work in a team environment.

### **SKILLS AND ABILITIES REQUIRED**

- Supply Chain Management Professional or actively pursuing a related designation with three years of experience. Other combinations of education and experience may be considered.
- Previous experience in an industrial operation with knowledge of industrial and process equipment.
- Must be proficient in ERP systems
- Computer literate and proficiency in MS Office.
- Must have a valid driver's license.