



## JOB DESCRIPTION

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

# PURCHASING MANAGER

Reporting to the General Manager, the Purchasing Manager shall be the lead, and have the general supervision of all purchasing functions of the company. The duties of the Purchasing Manager may be combined with those of any other office or position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The successful candidate will:

- Purchase or contract for supplies, services and equipment required by any using department, within the limits of the current budget approved by the Company's Board of Directors, and in accordance with purchasing procedures, prescribed in the Company's policies, such administrative regulations as the purchasing manager shall adopt for the internal management and operation of the purchasing function, and such other rules and regulations prescribed by the Company or by the CFO;
- Negotiate and recommend execution of contracts for the purchase, lease or rental of supplies, services and equipment;
- Act to procure for the company the needed quality in supplies, services and equipment at the least expense to the company;
- Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;
- Keep informed of current developments in the field of purchasing, prices, market conditions and new products;
- Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specifications;

- Maintain a bidders' list, vendors' file, rent and lease files and other such records as are needed for the efficient operation of the purchasing function
- Maintain and develop strong supplier relationships to meet the immediate and future buying requirements of the Company.
- Develop best-in-class processes, procedures, reporting, analysis and controls to accomplish the department goals.
- Partner with the exploration and operations team to create and implement a new buying strategy.
- Negotiate and arrange special program purchases.
- Develop, and manage, inventory forecasts and meet our replenishment and turnover goals.
- In partnership with the field and operations teams, being responsible to reduce overall inventory ownership costs and freight.
- Supporting the field leadership in managing the 'exit' of excess, slow moving and damaged product inventories in a fiscally responsible manner.
- To monitor non-stock inventories and ensure appropriate actions are taken to reduce it.

**REQUIREMENTS OF THE POSITION:**

**SKILLS / ABILITIES / TRAINING / EXPERIENCE / CERTIFICATION / TRAINING  
REQUIRED**

- Minimum 10 years purchasing and inventory management experience, ideally in Mining, wholesale parts, distribution or manufacturing industries. 5+ years of experience in a supervisory /management role.
- Post secondary degree with a technical or business major. CPP, CPIM or PMAC Certification is preferred.
- Rich experience with a significant organizational change / improvement project.
- Ability to lead, mentor and coach / develop staff.
- Computer literate with advanced skills in Excel and strong ERP system knowledge.
- SAGE 300 knowledge would be a definite asset.
- Exceptional communication and interpersonal skills.
- Strong negotiation skills and planning abilities.
- Excellent analytical, problem solving and decision-making abilities.
- Team player and customer focused individual.