



CAREER OPPORTUNITY

Purchaser

TITLE	DEPARTMENT	REPORTS TO
Purchaser	Operations	Operations Manager
COMPANY PROFILE		
<p>Nordic Minesteel Technologies Inc. (NMT), experts in horizontal and vertical solutions for mining, provide reliable, custom solutions and dependable service to our customers improving safety and increasing profit in their operations.</p>		
JOB DESCRIPTION		
<p>The basic function of the Purchaser is to source, obtain price/delivery and purchase materials and supplies to ensure that Operations' requirements are met within budgeted limits and quality guidelines plus maintain inventory files and work with yard personnel for inventory counts.</p>		
REQUIRED EXPERIENCE & SKILLS		
<p>The Purchaser has all the authority required to effectively complete the responsibilities and duties of the position, including the authority to:</p> <ul style="list-style-type: none"> • Source suitable suppliers for subcontract work and select one that meets all Operations' requirements. • Meet with suppliers representatives and negotiate pricing to meet Operations' objectives. • Create, analyze and enter inventory data 		
MINIMUM REQUIREMENTS		
<ul style="list-style-type: none"> • Effective written and verbal communications skills. • Ability to work in a productive, cooperative manner with other company personnel. • Experience in a Purchaser position in a custom metal fabrication company. • Ability to simultaneously schedule and coordinate multiple jobs according to priority. • Ability to work with the standards required by all existing customers and the ability to understand and apply the unique needs of any potential customers. • Comprehensive technical understanding of present and leading edge technology in the metal fabrication industry. • Familiarity with latest computer software related to job functions including MRP and plate nesting software. 		
RESPONSIBILITIES		
<ul style="list-style-type: none"> • Meet or better estimated budget costs for projects. • Be familiar with market trends and prices. • Be familiar with general fabrication practices and standards. • Ensure all project requirements meet Master Schedule. 		



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DUTIES

- Maintain/grow a supplier database
- Assist in the preparation of cost estimates as directed
- Complete all entries for purchasing as required for the MRP system.
- Monitor deliveries from suppliers and expedite to meet delivery requirements.
- Verify receipt of materials and balance with the customer invoice for payment.
- Prepare and issue stock check lists and other documentation for production.
- Issue inventory count sheets and analyze/enter data into the MRP system.
- Ensure the timely flow of paperwork to the accounting department.
- Attend all meetings and training sessions as required.
- Secure acknowledgements from suppliers and subcontractors.
- Issue copies of purchase orders as required
- Review supplier invoices not conforming to issued purchase orders.
- Prepare shop cut lists.

JOB TYPE	SALARY	LOCATION
Full-time, permanent	\$17.00-22.00/hr	North Bay
EDUCATION	LANGUAGE	EMAIL RESUMES TO:
Post-secondary degree or diploma in related field preferred.	English	mduchene@nordicminesteel.com