

Procurement Specialist/Expeditor

Our client, a leading mining EPC company, is in need of two intermediate Procurement Specialists/Expeditors.

Summary

- Publication: PUB298504
- Market: OilGasAndMining
- Industry: Mining
- Area of expertise: Cost Control & Procurement
- Hours per week: 40
- Education level: Professional Bachelor
- Closing date: Monday, 26 April 2021

Job

Responsibilities:

- Develop purchasing and contracting strategies and achieve overall best value supply of materials, equipment and services in co-ordination with the engineering team;
- Improve lead time performance within procurement process ensuring

scheduled deliverables are received;

- Set up the project delivery schedule, outlining relevant milestones by obtaining and accurately documenting all relevant information by expediting supplier engineering deliverables received for review;
- Conduct meetings with suppliers, contractors and clients;
- Coordinate and prepare EOI's and RFPs;
- Maintain purchasing and expediting information related to the project deliverables, drawings, specifications and other documents by updating schedules and expeditor system modules;
- Administration of the procurement cycle processes through the effective control of the pre-qualification stage, bid evaluation process, to recommendation of award.

About you

Requirements:

- Degree or diploma level qualification in relevant field is desirable and/or equivalent work experience;
- 5 to 7 years of Procurement experience, preferably in consulting engineering or within a project environment;
- Experience with EPC/ EPCM Procurement automation systems for purchasing and expediting;
- Excellent written and oral communication skills;
- Attention to detail and accuracy;
- Mining project experience an asset;
- The ability to meet the challenge of tight deadlines and providing exceptional services to our clients is a must;
- Exceptional negotiating and networking skills would be a definite asset;
- A proven track record managing multiple projects simultaneously or a single project of major size and scale;
- Intermediate to advanced MS Office suite including excel skills.

What we offer

Why work with Brunel? We are proud to offer exciting career opportunities from over 100 offices globally in 42 countries. Advancing your career takes time and effort – let us match you to your ideal position.

Feel free to contact

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