



Alberta Newsprint Company

- SUPPLY CHAIN MANAGEMENT -
INTERNAL/EXTERNAL

POSITION DESCRIPTION

POSITION TITLE: SENIOR BUYER

REPORTS TO: LOGISTICS MANAGER

SCOPE

The Senior Buyer participates as a member of the *Supply Chain Management team*, and is accountable for the end-to-end procurement process (including identification of need, sourcing and purchasing). This includes maintaining all mill policies while following industry best procurement practices. This position is Monday to Friday, 40 hour work week.

RESPONSIBILITIES & DUTIES

- Responsible for all procurement (direct purchase, reorder, repair)
- Work closely/communicate with all customers (internal/external) to ensure their needs/requirements are met
- Lead, facilitate and negotiate supplier contracts
- Prepare, issue and award RFP, RFQ and competitive bid packages
- Develop and maintain vendor relationships
- Provide direction for cost control, savings & risk management
- Establish and maintain a comprehensive knowledge of industry trends and best practices concerning purchasing market pricing, supplier partnerships, products and material specifications
- Supervise Inventory Coordinator and Shipper Receiver

QUALIFICATIONS

- Must possess an industry recognized purchasing designation, preferably SCMP
- A minimum of five years purchasing experience, preferably in a pulp/paper mill or related forestry industry
- Supervisory experience
- Comprehensive knowledge and experience in developing and issuing competitive bid packages
- Excellent analytical skills
- Strong verbal and written communication skills
- Proven experience with negotiation and execution of contracts
- Strong planning, organizational and decision making skills
- Alberta Newsprint offers a competitive salary and benefits package.

Qualified candidates are requested to forward their **resumes, complete with references**, by **November 9, 2018**:

Alberta Newsprint Company
Personnel Services Coordinator
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