

EXTERNAL POSTING

PROCUREMENT MANAGER

LOCATION: TBD

REPORTING TO: VP of Engineering

DUTIES AND RESPONSIBILITIES:

- Support Vice-President/Directors of Production with the sourcing and purchasing of all Graymont energy sources (coal, coke, electricity, alternative fuels – biomass, natural gas and diesel).
 - Support activities include sourcing supply, negotiating the best quality, price and terms and enhancing supplier relationships.
- Support plant management and engineering teams with procurement of high dollar items including sourcing, pricing and terms negotiations.
- As Project Manager, lead a review to determine the feasibility and the benefits of:
 - Reducing cost and improving service quality (availability, after sale service, etc) for a broader array of common high dollar items and low cost/high volume items.
 - Reducing the workload and increase the effectiveness of plant/project negotiating and contracting for high dollar value goods and services.
- As a member of the Engineering group, play a key role in shaping the strategy, culture and future direction of Graymont Engineering.
- In conjunction with the VP Engineering, prepare quarterly reporting materials for the Strategic Leadership Team.
- Contribute to the success of Graymont by sharing information, promoting the full utilization of other functions and applying internal best practices.
- Ensure innovative initiatives to improve Graymont performances in the areas of procurement.

QUALIFICATIONS:

- 5 to 10 years of procurement experience in a capital intensive, industrial and multi location industry.
- Undergraduate degree or equivalent level of education; professional certification preferred (CPP, CPM, etc.).
- Strong analytical, financial acumen, technical and practical background with specialized skills in purchasing.
- Problem solving ability, excellent organizational skills, computer literate.
- Ability to perform in a fast paced environment, ability to handle multiple tasks simultaneously.
- Proven negotiation skills with experience in writing and negotiating supply agreement and Service Level Agreements (SLA's).
- Leadership and management skills; able to motivate, coach and develop people in alignment with Graymont's vision and values; team player.
- Excellent verbal and written communication skills.
- Bilingual (French or Spanish) would be an asset.

Please forward resumes to careers@graymont.com.