



## BUYER

**JOB NO: PVG202010282    LOCATION: SMITHERS, BC**

### Welcome to the Brucejack Mine!

We are Pretivm – a Canadian mining company, headquartered in Vancouver, BC and the proud owner of the Brucejack Gold Mine. Brucejack Mine is a 3,800 tonnes-per-day high-grade gold underground mine located in northwestern British Columbia, approximately 65 kilometers north of Stewart.

As an employer, we are committed to ensuring a safe, comfortable and diverse working environment. We are working closely with our neighbours – the local communities and First Nations - to provide employment.

#### About the Opportunity:

This position is located at Pretium Exploration Inc.'s Smithers, British Columbia. The Buyer's primary report is to the Supply Chain Manager or designate.

#### Job Purpose & Accountability:

Purchase material and supplies at competitive prices, considering quality and suitability, time restraints/requirements, and the benefits to Pretivm, both short and long term.

#### Responsibilities:

Perform following duties, with safety being the number one priority:

- Actively contribute to the H&S program at the Smithers Office & Warehouse.
- Make purchasing decisions based on and in accordance with company policy and procedures and Canadian laws.
- Execute and demonstrate a strong understanding of usage/demand, issuing of Purchase Orders/Process orders, setting delivery/manufacturing schedules, monitoring status of outstanding POs/Process orders and deliveries, expediting when necessary, assisting with issues related to invoicing, and perform timely follow-up on returns or refunds for non-conforming materials.
- Work with the warehouses and receiving team to resolve any delivery issues.
- Identify and present opportunities for process improvement in both verbal and written format.
- Ability to work through email and phone to act as the point of contact for company communication with suppliers.
- Negotiate "blanket purchase agreements" to include repetitive material day to day purchases to insure competitive pricing and availability.
- Procure materials for operations, construction, camps, shops and offices with authorized suppliers.
- Assist project and operations managers in the purchasing and negotiation of equipment and materials, products and services.
- Maintain manageable job files for special "project pricing", including price books and applicable discounts to check invoices for compliance to all pricing deals in effect.
- Invite tenders, consult with suppliers and review quotations.

- Determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards.
- Establish logistics of delivery schedules, monitor progress and contact clients and suppliers to resolve problems.
- Have a working knowledge of equipment parts, building supplies, pipe, valves, and fittings.
- Purchase all tools and supplies for the shops, including power tools, ladders, lifts, and miscellaneous hand tools.
- Be aware of and stay focused on production and price trends in the industry.
- Maintain a professional and ethical relationship with business clients both internal and external.
- Partner with job site setups, including office machine purchases, miscellaneous rentals.
- Purchase and coordinate delivery of miscellaneous job site material..
- Assist in, and negotiate the return of material and follow up to see that credit invoices are received and properly applied.
- Proactively assist the field and/or Project Managers in seeking solutions to project problems or mistakes related to suppliers and vendors.
- Abide and perform all the procurement functions in accordance with specific internal controls, and standard operating procedures ('SOPs').

#### Qualifications:

- 3-5 years related experience in Mining Purchasing and Materials Management or related industry experience. Work experience should demonstrate a progression of responsibilities and knowledge.
- Grade 12 graduation or equivalent, certificate or one-year post-secondary education in related field (Business Administration, Finance); diploma of Supply Management from the Supply Chain Canada
- A valid Class 5 B.C. Driver's License.
- Excellent verbal and written communication, fluent in English.

#### Skills:

- Maintaining a good working relationship and communications with Project Management, Engineering, Accounting, Controls, and all departments in the company.
- Encourage feedback regarding suppliers and vendors with focus on changes to improve service.
- Maintain and update authorized suppliers lists, as may be required.
- Intermediate proficiency in MS Excel , MS Word and JD Edwards software, DAS.
- Strong interpersonal relationship skills and the ability to relate well with a variety of personality types.
- Self-starter with ability to multi-task and proven ability to manage time.
- Strong organizational skills.
- Ability to be "assertive", yet professional, when dealing with suppliers and vendors.
- Ability to critically analyze documents for accuracy and completion.
- Ability to work closely in a team setting along with the remaining procurement team members, and be able to assist where required.

#### Additional Information:

- Work with remote location where operations are 24/7.
- Able to pass a pre-employment medical screening.
- Be able maintain high levels of performance over 8 hour shifts, Monday to Friday.
- *Pretivm* promotes a drug and alcohol free work environment through the use of mandatory pre-employment drug and alcohol testing.

#### What we can offer you!

All of our team members are also rewarded with a host of great benefits, including:

- **Competitive salary commensurate with experience, skills, and qualifications.**
- **Extended medical benefits and wellness coverage.**

It is important to note that the wellbeing of our team is our top priority. As such, we promote a drug and alcohol-free work environment through the use of mandatory pre-employment drug and alcohol testing.

**IF YOU'RE LOOKING FOR AN EXCITING NEW CHALLENGE JOIN PRETIVM AND THE BRUCEJACK MINE TODAY!**

Apply Now

## Personal Details

\* Required field

First name\* (required)

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Last name\* (required)

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E-mail\* (required)

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Phone\* (required)

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Street\* (required)

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Street Cont.

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City, Town or Suburb\* (required)

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Postcode or Zipcode\* (required)

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Country\* (required)

Please choose...

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State, Region or Province\* (required)

Please choose...

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## Questions

1. Are you a current Pretivm employee?\* (required)

Yes

No

2. Are you a Canadian citizen or eligible to work in Canada? \* (required)

Yes

No

3. Are you a BC resident?\* (required)

Yes

No

4. Do you identify as being of aboriginal ancestry? \* (required)

Yes

No

5. If you choose to self identify as being of aboriginal ancestry, please indicate which Indigenous group. \* (required)

Nisga'a

Tahltan

Skii Km Lax Ha

Gitanyow Wilp

Gitanyow Band

Other

No, I do not

6. If you selected 'Other' in Question 5 above, please indicate which Indigenous group:

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7. Do you currently reside in, or live close to, any of the following communities: Gitlaxt'aamiks, Gitwinksihlkw, Laxgalts'ap, Gingolx, Telegraph Creek, Dease Lake, Gitsegukla, Hazelton, New Hazelton, Stewart, Terrace, Houston BC, Kingkolath, Greenville, New Aiyansh or Smithers? \* (required)

Yes

No

8. Do you have previous Mining industry experience?\* (required)

Yes

No

9. Please describe your relevant experience in this position?

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10. Are you willing to submit to a pre-employment medical/drug/alcohol screen and criminal background check?\* (required)

Yes

No

11. What are your salary/wage expectations? \* (required)

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12. What is your current employment status? If successful, when are you available to start? \* (required)

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