

## Role Description

<b>Role Title:</b>	Senior Buyer
<b>Role Purpose:</b>	<p>The Senior Buyer provides expertise and guidance to EVN stakeholders for the procurement of goods and services into the EVN business. The role considers the full procure to pay cycle, supply chain, vendor relationship management, contracts management and governance and administration that is required to ensure a successful procurement outcome.</p> <p>In particular, the role is responsible for ensuring that the values of safety, excellence, accountability and respect are applied throughout the planning, procurement, implementation, management and review of various sourcing initiatives and arrangements to achieve value-for-money, sustainable outcomes that optimise safety performance, enable timely delivery of operational objectives and deliver socially acceptable and commercially robust outcomes in the way that we do business.</p>
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Recognise the different sourcing strategies and be able to develop strategies that reflect the importance and value of items being procured.</li> <li>• Prepare category spend data, profiling and compile sourcing documents for market testing.</li> <li>• Conduct and lead end to end sourcing activities in accordance with established policies and procedures such as:             <ul style="list-style-type: none"> <li>○ Liaise with departments to prepare RFPs and facilitate the competitive bidding process</li> <li>○ Evaluate and provide professional advice on results.</li> <li>○ Develop, negotiate, and execute contracts with Suppliers.</li> </ul> </li> <li>• Provide governance, assistance and guidance on procurement related matters to EVN stakeholders and support good practice in procurement.</li> <li>• Maintain contracts register and ensure information is current, accurate and complete.</li> <li>• Maintain and update spend report and prepare reports on procurement and contract activity to meet organisational requirements.</li> </ul>
<b>Qualifications and Certificates:</b>	<ul style="list-style-type: none"> <li>• Post-secondary education, CSCMP Designation or equivalent.</li> <li>• Mining industry technical background would be beneficial.</li> </ul>
<b>Relevant Experience:</b>	<ul style="list-style-type: none"> <li>• Worked as part of a team to deliver time critical outcomes.</li> <li>• Experience in commercial activities associated with the resources or construction industry.</li> <li>• Proven ability to prepare, analyse, profile and present data, in a structured and logical format.</li> <li>• Experience in procurement, contract management, and/or project management</li> </ul>
<b>Key Competencies and Skills:</b>	<ul style="list-style-type: none"> <li>• Strong team focus, collaboration skills and prepared to listen to feedback.</li> <li>• Ability to be accountable for actions in the delivery of business outcomes.</li> <li>• Driven to achieve optimal outcomes.</li> <li>• Strong attention to detail when writing and undertaking calculations.</li> <li>• Intermediate level of commercial acumen and relationship building skills.</li> <li>• Strong analytical and report writing skills.</li> <li>• Strong communication skills, written and verbal.</li> <li>• Ability to communicate, at times, difficult decisions and to negotiate outcomes in the interest of the business.</li> <li>• Ability to engage with and manage the expectations of a diverse range of stakeholders with different (and often competing) priorities</li> <li>• Capability to build a continuous process improvement culture</li> <li>• Effective time and priority management.</li> <li>• Competent in the use of ERP systems. (Pronto)</li> <li>• Proficient in the use of Microsoft Office programs</li> </ul>

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