

## Buyer 1 (12 month term) in Kanata, Ontario

BWXT Medical Ltd. provides its customers, who conduct life-saving medical procedures for patients around the world, the benefit of decades of experience in the development, manufacturing, packaging and delivery of medical isotopes and radiopharmaceuticals. Headquartered in Kanata, Ontario, BWXT Medical Ltd. employs over 150 highly-skilled people in Kanata and Vancouver, British Columbia. BWXT Medical Ltd. is part of the BWXT nuclear power segment (NPG) of BWX Technologies, Inc.

### Job Description:

We are currently recruiting for a Buyer (12 month term) for our facility in Ottawa, Ontario, Canada. Key responsibilities are:

- To support the Nuclear Energy Canada division in performing the following: Purchase assigned commodities and services, including items with a complex technical nature.
- Review purchase requisitions to ensure scope is properly specified as to description and/or use.
- Obtain and review supplier quotations for materials, equipment and services in order to establish proper specification and commercial compliance.
- Establish and maintain effective working relationships with suppliers and internal customers.
- Establish qualified suppliers and obtain competitive quotations. Issue Purchase Orders and ensure required deliveries are maintained.
- Participate in the development and execution of LTA's with BWXT preferred suppliers, where appropriate.
- Ensure supplier consistently meets quality requirements in conjunction with Source Assurance.
- Create excel metrics reports, expedite suppliers, track order status and work with internal team to resolve issues.
- Understand and ensure compliance with applicable codes, regulations and guidelines.

### Job Qualifications/Requirements:

- A Bachelor's degree in Business or Engineering (preferred) OR completion of a three years diploma program in supply management or business administration.

- Sound knowledge of procurement and project management acquired through 5-8 years related experience, ideally in a heavy manufacturing environment.
- Knowledge of nuclear products would be an asset, as would nuclear quality experience.
- Supplier's relationship development experience, proven negotiation skills, excellent written and oral communication skills as well as the ability to lead teams.
- Strong organizational skills with a high attention to detail.
- Proven problem solver with strong interpersonal skills and the ability to work effectively with others.
- Proficiency with business related software applications such as Oracle & Excel.
- Effective team player and customer focused with the ability to develop effective relationships.

BWXT Medical Ltd. embraces diversity of thought, values individuality, encourages new perspectives and provides equal opportunity in employment for all qualified employees and applicants without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, a conviction for which a pardon has been granted or a record suspended or any other category protected by federal law.

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