



ROLE

Senior Buyer (2026)

ROLE OVERVIEW

As a Senior Buyer you will play an important role in sourcing equipment, goods and services, and managing vendors. Reporting to the Director, Procurement, the incumbent will have relevant experience in strategic project and operational procurement activities across multiple categories of spend, negotiating terms and conditions with vendors, and ensure a consistent and reliable supply chain. The Senior Buyer is a detail-oriented, independent, and proactive professional.

POSITION RESPONSIBILITIES (including but not limited to):

- Lead the sourcing process, including but not limited to, the design and development of RFQs, RFPs, and purchase order negotiations through to execution.
- Negotiate terms and conditions with vendors to secure favorable agreements in terms of price, quality, and delivery.
- Evaluate supplier performance based on cost, quality, and delivery metrics.
- Work to achieve cost savings while maintaining or improving product/service quality.
- Conduct cost analysis and assess the total cost of ownership for goods and services.
- Generate and manage purchase orders, ensuring accuracy and compliance with NexGen's policies.
- Identify cost-effective procurement strategies without compromising quality.
- Build and maintain strong supplier relationships to maximize business contributions and ensure a consistent, reliable supply chain.
- End-to-end management of sourcing events from requisition to delivery.
- Review non-contracted purchases to identify opportunities for standardization, contracting, and cost reduction.
- Assist and identify opportunities for improvement, participating in procedural projects within the supply chain team; support implementation of the projects.
- Collaborate with internal stakeholders to understand necessary requirements.
- Resolve issues and disputes with suppliers in a timely and effective manner.
- Prepare and present reports on procurement activities, cost savings, and vendor performance.

- Identify potential suppliers and conduct evaluations to determine their capabilities and reliability.
- Ensure compliance with relevant laws, regulations, and NexGen's policies in the procurement process.
- Stay informed about changes in regulations which may impact procurement activities.
- Assess, define, and resolve procurement issues including contractual terms and conditions and escalations by internal stakeholders and suppliers.
- Other duties assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business, supply chain management, a related field or equivalent experience.
- 5-8 years of progressive procurement experience on small to medium sized projects, ideally in the mining industry or operations.
- SCMP, MCIPS or other Supply Chain Management designation is required.
- Experience with Category Management, sourcing & contracting with Total Cost Ownership approach preferred.
- Progressive experience across various Supply Chain and Operations roles including Planning, Procurement, Order Management and Order Fulfillment.
- Proven experience as a Buyer or in a similar procurement role.
- Knowledge of supply chain management principles.
- Experience and proficiency with SAP is considered an asset.
- Thorough knowledge of advanced functions of Microsoft Office applications (Word, Excel, PowerPoint, etc.) required.
- Analytical and strategic thinking abilities.
- Strong oral and written skills in negotiation, organization, and communication with both internal and external stakeholders.
- Excellent business communication and presentation skills.

CORE COMPETENCIES

Communication

- Communicates in an open candid and consistent manner with impact to inform, enroll, coach, and inspire.
- Effectively builds rapport and appropriately delivers information (oral and written) in a timely, well-organized, thoughtful, and engaging manner.

Team Effectiveness

- Works collaboratively across functional teams, embracing unique talents and diverse perspectives, to achieve common goals.

- Takes a proactive approach to building relationships by actively participating as a prepared team member, demonstrating flexibility and respect for different work styles.

Work Management

- Plans, manages and follows through to ensure the flow and timely completion of activities to deliver successful work results.
- Maintains quality and safety standards to ensure NexGen's Elite Standards are met across all work streams.
- Demonstrates flexibility and adaptability.

Personal Accountability

- Takes responsibility for own actions and outcomes.
- Maintains effective and professional approach, demonstrating resilience and accountability in a fluid fast paced work environment.

Analytical/Critical Thinking

- Able to identify, articulate and problem solve for complex situations with consideration for outcomes.
- Provides clear and informative explanations to support effective decisions in line with company objectives.
- Uses creative, conceptual, and/or inductive reasoning.

Functional & Technical Skills

- Applies specialized knowledge in own area of expertise and openly shares information and knowledge with others.

LOCATION

This position will be based at the NexGen office in Saskatoon.

For our reference: Self-starter who can anticipate needs and work independently with minimal supervision.

APPLY NOW