



Knowledge grows

Yara Belle Plaine Inc
1 km N. Kalium Rd. off Hwy 1
Belle Plaine, SK, Canada S0G 0G0 www.yara.com

Yara has posted a term position for a Buyer/Contract Specialist. If you are interested in applying for this position please apply online at www.yaracanada.ca on or before January 19, 2021.

Job Title: Buyer/Contract Specialist

About the Unit

Yara Belle Plaine is a world class producer of nitrogen fertilizer. Yara International is a global fertilizer company, with operations in over 60 countries around the world. Yara's dynamic global presence and unique business model allows the company to be an industry shaper. Belle Plaine is in Saskatchewan, Canada 50 km west of Regina on highway #1.

Responsibilities

- Responsible for inventory re-order. Verify actual to requirement, source and re-order.
- Manage the weekly expediting report.
- Assist in the ordering of non-stock items as required
- Create and issue RFP/RFQ packages for goods and services utilizing standard templates based on scope of work requirements.
- Analyze bids and review for areas of improvement/cost savings.
- Update contract information into the central repository (CMS)
- Review the vendor spend report quarterly, perform vendor/contractor evaluations.
- Communicate with suppliers, vendors, brokers, and shippers to ensure the expeditious delivery of materials and services to the site and update the master spreadsheet.
- Turnaround/Outage Procurement Support as required
- Support and contribute to an effective "Team".

Education & Experience

- Complete knowledge of Purchasing and Procurement Principles.
- Completion of PMAC or equivalent accreditation and experience in a related field is a strong asset.
- SCMP Designation an asset.
- Proficient in written and spoken English language.
- Strong computer skills are required, proficient in Word, Excel and PPT. Proven competence with integrated purchasing/warehouse and maintenance systems is mandatory.
- SAP Experience is an asset.
- Excellent interpersonal and communication skills.
- Excellent negotiation skills.
- 7 to 10 years as a buyer/contract specialist in an industrial or process environment.
- Sound understanding contract terminology, federal, provincial and global legislature competence and a high degree of ethical compliance.
- Complete understanding of the RFP process, bid evaluations.

Additional Information

- This is an 18 month term position.

Knowledge Grows Through Differences

Yara is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We believe that creating a diverse and inclusive work environment is not only the right thing, but also the smart thing to do. To deliver on this, Yara has firmly anchored Diversity & Inclusion (D&I) as one of our top 7 strategic actions and has more than 400 employees worldwide involved in D&I ambassador networks.