

JOB POSTING

PROCUREMENT SPECIALIST

LOCATION: Boucherville, QC

COMMENTS ON IMMIGRATION: If you are applying for a position in another country, please note that the position and your application will have to be considered from an immigration perspective.

DUTIES AND RESPONSIBILITIES:

- In collaboration with the Sourcing Manager, support Vice-President/Directors of Production, plant management and engineering teams with the sourcing and purchasing of:
 - All Graymont energy sources (coal, coke, electricity, alternative fuels – biomass, natural gas, diesel)
 - Other “critical,” high cost” or “high volume” items.
 - Support activities including: sourcing supply, negotiating the best quality, price and terms, and enhancing supplier relationships.
- Participate in the development of an *Approved Manufacturers List* and *Standardized Pricing Agreements* where available.
- Continuously review spending to identify saving opportunities.
- Participate in a review of Graymont’s plant procurement practices with a goal of:
 - Reducing cost and improving service quality (availability, after sale service, etc.) for a broader array of common high dollar items and low cost/high volume items;
 - Reducing the workload and increasing the effectiveness of plant/project negotiations and contracting for high dollar value goods and services.
- Prepare quarterly reporting materials on cost saving initiatives in procurement.
- Contribute to the success of Graymont by applying internal best practices, sharing information, and promoting the full utilization of other functions.
- Identify SAFETY best practices in the supply base.

QUALIFICATIONS:

- Minimum of 5 years procurement experience in a capital intensive, industrial and multi-location industry.
- Undergraduate degree or equivalent level of education; professional certification preferred (CPP, CPM, etc.).
- Strong analytical, financial acumen, technical and practical background with specialized skills in purchasing.
- Problem solving ability, excellent organizational skills, computer literate.
- Ability to perform in a fast paced environment and the ability to handle multiple tasks simultaneously.
- Proven negotiation skills with experience in writing and negotiating supply agreement and Service Level Agreements (SLA’s).
- Leadership and management skills; able to motivate, coach and develop people in alignment with Graymont’s vision and values; team player.
- Excellent verbal and written communication skills.
- Bilingualism (French and English) required.

Please forward resumes to Julie King via email: jking@graymont.com