



## Senior Buyer

### Skills and experience:

- 8 or more years of purchasing experience in an EPC environment;
- Exceptional price and contract negotiation skills;
- Proven ability to meet delivery requirements and budget;
- Demonstrated success meeting project schedule deadlines;
- Broad knowledge of the oil & gas industry;
- Strong organization and leadership skills;
- Proven record for building and maintaining excellent working relationships;
- Experience working in a fast-paced and competitive environment.

### Responsibilities:

- Develop the procurement strategy for each project;
- Pre-qualify bidders and prepare and obtain approval of bidders list;
- Prepare and issue RFQs;
- Receive and distribute all quotations and manage communications to and from bidders including terms of payment, cancellation costs, warranty, delivery, etc;
- Schedule and chair bid clarification meetings;
- Continuously source alternative suppliers for equipment and materials;
- Prepare formal purchase order documents and amendments for approval and distribution;
- Develop, maintain and distribute procurement reports;
- Prioritize purchase orders that are known to be critical;
- Ensure target dates for procuring materials are meeting project schedules;
- Coordinate technical evaluations with engineering;
- Communicate with suppliers, engineering departments, client representatives and other project personnel;
- Resolve invoice/accounting discrepancies;
- Provide support, motivation and encouragement to junior and support personnel.

**Closing date September 19, 2008**