

Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

Name:	SITE BUYER
Department:	PROCUREMENT
Reports To:	PROCUREMENT MANAGER

RESPONSIBILITIES

The Site Buyer (SB) will:

- Assist bid clarification and pre-award meetings as required with vendors and meet with suppliers.
- Prepare joint technical/commercial recommendations for commitment and to execute purchase orders.

MAIN TASKS AND DELIVERABLES

- Participate to the preparation of tender's documents.
- Ensure negotiations with suppliers.
- Prepare the bidders list for purchase orders.
- Prepare and issue requests for quotations and to prepare commercial evaluations.
- Provide purchasing support for the expediting, logistics, and material controls groups by ensuring that contractual requirements are fulfilled by suppliers.
- Ensure that the specified quality control and testing requirements on equipment and materials are incorporated in contractual documents.

QUALIFICATIONS

- University or college degree in commerce or purchasing or equivalent.
- A minimum of five (5) years' experience in purchasing.
- Experience in project purchasing is an asset.
- Experience in engineering/construction.
- Experience on large scale projects would be an asset.
- Experience on site projects would be an asset.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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