



Position: Procurement Specialist

Location: Eagle Mine, Upper Peninsula, Michigan, USA

General Description:

Performs buying as well as develops and maintains contracts in the specified subjects for Eagle Mine LLC.

Key Responsibilities:

- Review requisitions/reservations submitted in queue, initiate requests for quotes (RFQ), make awards and place purchase orders (PO)
- Develops and executes sourcing strategies for goods and services and manages supplier relationships on behalf of, and in consultation with, the Eagle Mine procurement team
- Identifies key material data sets and communicates changes with essential personnel
- Communicates with vendors to ensure on-time delivery of Eagle goods and services
- Accountable for the development, award and coordination of site procurement activities
- Participate in improvement initiatives for activities related to Supply Chain
- Solicits source of supply and analyses prices, discount rates, delivery dates, transportation charges, previous performance, commitments and indications of financial responsibility and recommends the most advantageous offer
- Accomplish additional duties as required

Education, qualifications and experience:

- Supply Chain related experience required
- Fluency in English is required
- Bachelor's Degree preferred
- Five (5) years of procurement and supply chain experience in an asset intensive industry, commercial experience or equivalent highly preferred
- Experience with project management highly preferred
- Experience in mining, nickel/copper smelting, oil and gas or heavy industry highly preferred
- Knowledge of ERP (SAP) systems is highly preferred
- Computer literate and proficiency with common word processing, spreadsheet, presentation and database software

Key Personal Competencies:

- Action oriented and produces results – tasks are accomplished within required timeframes
- Leadership – accepts responsibility and accountability
- Integrity and trust – operates by personally defined set of ethics and values
- Decision making – correct, appropriate, timely, based on sound judgment, business sense and technical data
- Communications – clear, concise, objective, well organized, is an active listener
- Technical excellence, analysis, problem solving – subject matter expert, researches/support proper solutions
- Ingenuity and resourcefulness – utilizes resources effectively and efficiently, thinks outside the box
- Organized – activities are logically and appropriately prepared, coordinated and conducted
- Planning and scheduling – work is planned properly, scheduled effectively, and accomplished efficiently
- Quality – output meets/exceeds standards, is accurate and complete
- Team work – works collaboratively focusing on team needs, provides recognition, is open and supportive
- Flexibility – accepts change and is open to and supportive of innovative ideas and methods

HSEC Accountabilities:

Everyone in the workplace is responsible for his or her own safety and for the safety of their co-workers. Employees are responsible for performing all tasks in accordance with relevant HSEC Site Procedures, so as to work safely and keep the workplace safe. Lundin Mining Company is responsible for determining steps required to ensure health and safety of all employees, protection of the environment, and the community. Specifically, all employees must:

- Accept personal responsibility for HSEC
- Identify hazards, unsafe actions, and conditions that could result in damage to property, injury, impacts to the environment, and the community
- Obey any instruction issued to protect their own personal health and safety, and the health and safety of others, protection of the environment and the community.
- Report, as soon as practicable to their Manager any situations where HSEC requirements are not being conformed to within their work area
- Avoid endangerment to any other person through any act or omission
- Only use equipment you are trained to use and operate the equipment in a way that is safe, protects the environment and doesn't cause undue community impacts.
- Participate in HSEC training provided to them
- Report all incidents; including but not limited to injuries, near miss, community interactions and impacts, environmental impacts, spills, unsafe work practices, etc.

To apply, or to find out more about this role please submit your resume, referencing "Procurement Specialist" to: EagleRecruiting@lundinmining.com.