



RIDLEY TERMINALS INC.

JOB DESCRIPTION

SENIOR BUYER

A Non Bargaining Unit Position

SUMMARY

The Senior Buyer is an integral part of the Procurement Team whose function is to assist the Purchasing & Materials Coordinator in the purchasing of goods and services while delivering cost effective, timely and value added functionality to all internal customers. In addition, build and maintain effective open communications to ensure customers, suppliers and contractors are aware of all procurement matters that are relevant to them and manage all aspects of purchasing in a professional and ethical manner.

RESPONSIBILITIES

Customer Interface

- Develop working relations with all departments
- Develop working relations with the Projects group to enhance RTI's position in obtaining the best value through RTI's contract bid process
- Recommend updates to procurement processes and systems
- Process requisitions to meet customer and RTI's requirements.

Vendor Management

- Monitor supplier and contractor performance

- Continually work with vendors to improve the effectiveness of services provided
- Assist in developing strategic goods and services agreements
- Vendor's sales visits conducted in a professional manner
- Recommend options to rationalize the vendor data base

Contracting and Purchasing

- Perform the purchasing function complying with all laws, regulatory requirements, best practices and RTI's Policies and Procedures
- Prepare reports for key KPI's
- Keep abreast with market supply conditions
- Report any market or supply conditions that may affect the operational or financial aspects of RTI
- Expedite goods and services as required

In more specific terms, the responsibilities are described as:

- 1) Coordinate and perform the procurement function with all RTI teams
 - a) Review all requisitions for accuracy and clarity
 - b) Obtain quotes as required by RTI's policies and procedures
 - c) Daily issuing of purchase orders
 - d) Prepare contracts for execution
 - e) Ensure Planner has current delivery information to enhance scheduling
 - f) Liaise with external contacts
 - g) Establish and maintain a good working relationship with teams
 - h) Support safe work practices
- 2) Provide strategic procurement expertise to:
 - a) Support and encourage cost savings, standardization and waste management of materials and labour
 - b) Facilitate the tender process
 - c) Facilitate contract performance, which may fall within the jurisdiction of the procurement function
 - d) Maintain knowledge of current market conditions and trends, formulating short and long-term strategies to ensure quality and continuity of goods and services while minimizing total cost of procurement

- e) Ensure all goods and services are purchased within the financial confines within the Delegation of Authority
- f) Maintain good working relationships with vendors to ensure standards and expectations are met
- g) Negotiate pricing and terms and conditions with vendors to obtain maximum value
- h) Evaluate vendors through acceptable, measurable aspects
- i) Participate in project planning, when required, to provide cost estimates and material scheduling
- j) Administer the bid process for surplus disposal in accordance with RTI's Policy to ensure consistency and to maximize return to RTI

RELATIONSHIPS

- Accountable to the Procurement & Materials Coordinator for the productivity and quality of the procurement function
- All managers, coordinators and their team members
- Procurement team members
- Finance department
- Vendors
- Transportation firms and Customs
- Lawyers, Engineers and Insurers
- Contractors and Consultants
- Government Representatives and Auditors

STANDARDS AND EXPECTATIONS

- Demonstrate a high degree of professionalism and must be a signatory to RTI Conflict of Interest and Employment Policy
- Guided by the SCMA Code of Ethics
- Compliance with established trade agreements, standards, guidelines and procedures that apply to the Procurement and Materials Control department
- Commitment to deliver high quality and accurate results
- Diligent, reliable and trustworthy to protect confidential information
- Flexible and adaptable to organizational change with an optimistic attitude towards continuous learning and improvement

- Self-driven to work independently with the ability to work effectively and collaboratively in a team environment
- Assist in identifying areas for process improvement and help establish effective and efficient procurement practices
- Understand and manage inquiries while providing solutions with a customer service focus

HIRING CRITERIA

Knowledge / Experience

- Supply Chain Management Association (SCMA) accreditation or enrollment in the SCMP Designation Program with a minimum of 5 years related experience in an advanced procurement roll in an industrial environment is mandatory
- Post-secondary education will be considered an asset
- Experience with service and project tendering and contract negotiations
- Minimum 5 years experience in contract management, computerized purchasing systems and inventory management systems
- Other combinations of formal qualifications, training and experience may be acceptable as equivalent to the above criteria
- Must have a valid class 5 driver's license

Skills

- Excellent communication skills, both verbal and written
- Excellent interpersonal and analytical skills
- Good ability in organization and time-management
- Keen ability in negotiating
- Proficient computer skills Microsoft Office 365, networking, systems software

I acknowledge and accept the responsibilities of this job description:

Approved: _____
VP Finance

Date: _____

Approved: _____
Name, Position

Date: _____