



PO Box 1420, 140 Service Rd  
Indian Head, SK S0G 2K0

**Phone:** 306.695.2460

**Fax:** 306.695.2666

valeindustries.ca

POSITION OVERVIEW			
<b>POSITION TITLE</b>	Procurement Specialist	<b>DEPARTMENT</b>	Corporate
<b>REPORTS TO</b>	Business Support Manager	<b>VERSION AND DATE</b>	V111321
<b>TERM TYPE</b>	Permanent Full-Time	<b>LOCATION</b>	Indian Head, SK

#### About VALE:

Vale Industries Ltd is a manufacturer of engineered products and equipment for the agricultural, aggregate, mining, and related sectors. With roots in steel manufacturing going back 30 years, Vale knows how to deliver solid solutions and exceptional value for our customers. Our management team has over 150 years of practical, hands-on experience in engineering, manufacturing, and business management, focused on leading Vale's next phase of strategic growth. At Vale, we uphold a high standard of quality, integrity, and safety to demonstrate our commitment to our employees, customers, suppliers, and community.

#### Job Summary:

Are you a detail junkie with brain for complex systems? Are you detail and deadline oriented? Do you love to negotiate and find win-win strategic solutions with your suppliers? Do you love a fast-paced environment with lots of opportunity to learn new things? Are you looking for a long-term career? If so, this position could be for you!

#### Duties and Responsibilities:

- Monitor and forecast parts, materials, and inventory levels
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates
- Build a strong relationship with the suppliers and transportation companies
- Maintain records of items bought, costs, deliveries, product quality, and inventories
- Work with Manufacturing Manager, Production Planning and Production Foremen on procuring parts in a according to the production schedule
- Maintain purchasing schedule
- Issue Purchase Orders based on demand requirements
- Maintain non-inventory purchase requests
- You will have experience with Excel and Access programs
- Be detail and deadline oriented
- Able to work independently and in a manufacturing environment
- Negotiate contracts with suppliers
- Inventory management which includes physical inventory adjustments, inventory transfers, and shop inventory counts
- Other duties as assigned



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#### **Education and Qualifications:**

- Purchasing Specific Education would be considered a Valuable Asset
- Office Education or Business Degree
- Lean Training or Experience
- Production Related Experience or Training

#### **Knowledge Areas and Experience:**

- 5+ years' experience in a steel manufacturing specific purchasing role
- Possess well developed oral and written communication skills
- Capable of scheduling, planning, and executing multiple tasks under pressure
- Microsoft Office proficiency – word and excel minimum intermediate level required
- Mechanical inclination
- Must be team player
- Previous experience with a manufacturing ERP program such as Global Shop an asset
- Process minded and quick thinking
- Must be self-starter
- Excellent problem solving abilities

#### **What Vale Offers:**

- Meaningful work with a team of motivated individuals at a growing manufacturing company
- High standards as demonstrated in the quality of our products
- Opportunities for growth and development
- Opportunity to take on responsibility and overcome challenges

#### **Compensation and Terms of Employment:**

- Competitive salary commensurate with experience and education
- Company matching RRSP
- Health and Dental Plan

*To apply for this position please submit your resume and cover letter via email to Human Resources at VALE Industries.  
hr@valeindustries.ca*