



**Victoria Gold Corp**, “Victoria” or the “Company”, is a junior mining company with an Executive team that has experience in mine building from exploration through to mine operations with a demonstrated ability to do it in an environmentally and socially responsible manner. Construction is underway at Victoria’s **Eagle Gold Project** which is fully funded and will be the next largest gold mine in Yukon. [www.vitgoldcorp.com](http://www.vitgoldcorp.com)

Victoria is looking to hire the position outlined below for our **Eagle Gold Mine** located in Yukon:

#### **SENIOR BUYER**

Under the direction of the Procurement Manager the Senior Buyer will work within a small team and ensure that the needs of all internal customers are met by sourcing and securing goods and services by the most economical, socially responsible, timely and efficient method while maintaining the Corporation’s vision and values, complying with relevant policies and procedures and giving consideration to both Stakeholders and Shareholders. This position is Whitehorse based. Specific duties and responsibilities are listed below which will include but are not limited to:

#### **Specific Duties and Responsibilities:**

- Process purchase requisitions generated by end-user departments. Strategic sourcing, daily acquisition of goods and services.
- Prepare and publish RFP’s, evaluate bid responses, contract award and creation.
- Procurement of services and materials including solicitation of bids from approved vendor lists.
- Ensure purchase orders are accurate, complete, and issued in a timely manner.
- Manage vendor selection and vendor performance.
- Working with suppliers, monitor delivery dates and expedite orders as required.
- Respond to supplier inquiries and maintain an amicable relationship.
- Assist in resolution of lost, damaged or missing materials with suppliers.
- Coordinate warranty work/repairs and core management with maintenance department.
- Assist Accounts Payable to resolve invoice and/or payment issues related to purchase orders.
- Provide timely customer service and assistance with orders, inquiries and concerns.
- Assist in the implementation of an ERP system.
- Assist in purchase negotiations with suppliers and providing major project support to all departments.
- Involvement with long-term purchasing strategies.
- Initiating and implementing cost-savings/avoidance.
- Supplier prequalification based on safety, quality, service and pricing.

#### **Qualifications and Experience:**

- Supply Chain Management Professional or actively pursuing a related designation with 5 – 10 years of experience. Other combinations of education and experience will be considered.
- Experience in the mining industry desirable.
- Proficiency in Microsoft Office, with a strong computer aptitude; experience within a mining ERP is an asset.
- Highly organized with a passion for detail.
- Excellent verbal, written and listening skills.
- Influential, with strong negotiation skills.
- Ability to work in a team environment and support all levels of the organization.
- Ability to deal with competing priorities and manage time appropriately.
- Applicants must be eligible to work in Canada.

If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume to the following email address: [greatpeoplework@vitgoldcorp.com](mailto:greatpeoplework@vitgoldcorp.com)

***We thank all candidates for their interest in Victoria Gold, however, only those selected for an interview will be contacted.***