



Corvus Energy
www.corvus-energy.com

Buyer/Planner

Purpose:

The purpose of this document is to outline the role and responsibility of the Buyer / Planner for Corvus Energy Ltd. It is understood that this document acts as a general guideline only where in reality, the role might take on other tasks as required.

Position Summary:

Corvus Energy is a young company with a wealth of opportunity in an emerging market. With the vast array of projects facing a small group there is a need for additional support in procurement and production planning functions.

Job Description

Key tasks that the candidate will be responsible for include:

- Identify new suppliers
- Source components to support Corvus needs
- Negotiate pricing and deliveries on bought components and services
- Manage suppliers to ensure Corvus needs are met
- Participate in design reviews to give guidance on ensuring components are the most cost efficient possible
- Full responsibility to complete all tasks needed to ensure quality and delivery on bought components
- Required to reconcile exceptions on invoices, quality and if necessary part returns with suppliers
- Limited production planning
- Directing / advising logistics for bought components to ensure on time delivery and cost efficiency
- Interface with project and/or department stakeholders applying facilitative leadership to remove obstacles and resolve conflicts.

Education and Qualifications

- Degree or diploma in a technical discipline from an accredited college is preferred.
- PMAC or APICS certifications are considered an asset
- 4+ years of experience in equivalent field preferred
- Excellent written and verbal English skills.
- Exceptional people skills are a pre-requisite.
- Have exceptional drive and flexibility to fit in with a growing company.
- Must have a “willing to do what it takes attitude”