

Purchasing Coordinator

Position Responsibilities:

As the *Purchasing Coordinator*, you will play an important role in the procurement and sourcing of materials, equipment, and services required in uranium mining and processing. This role ensures that the mine and processing site(s) have an uninterrupted supply of goods and services, optimizing cost-efficiency, maintaining quality, and ensuring compliance with regulatory standards. The Purchasing Coordinator will collaborate closely with internal departments, vendors, and contractors to develop strategic sourcing partnerships and manage the supply chain for mining and processing operations. Specific responsibilities include, but not limited to:

- Lead the purchasing activities for all materials, supplies, equipment, and services required for the Christensen Ranch mine site and Irigaray central processing plant, including machinery, spare parts, safety equipment, and consumables.
- Establish and manage warehouse receiving and inventory stock levels.
- Responsible for coordinating delivery and when required picking up supplies in neighboring communities.
- Develop and maintain relationships with key suppliers and vendors, negotiate contracts and pricing to achieve the best value while ensuring high-quality products and timely delivery.
- Monitor stock levels, ensuring optimal inventory to meet operational needs while avoiding overstocking or stockouts. Implement and maintain inventory management systems.
- Work with the finance and operations team to create and manage purchasing budgets. Identify and implement cost-saving opportunities while maintaining operational efficiency.
- Ensure all purchases comply with company policies, industry standards, and regulatory requirements.
- Collaborate with project managers and department heads to forecast future procurement needs and prepare for any upcoming expansions or equipment upgrades.
- Coordinate the delivery and transportation of goods to ensure timely availability of materials and equipment at the mine site.
- Maintain accurate purchasing records, reports, and documentation.

Job Requirements

- This is a salary-exempt position that involves working at the Christensen Ranch Mine Site, with regular outdoor activities.
- Ensure compliance with environmental regulations and best practices in all work-related activities.
- Must be able to recognize hazardous conditions, follow company safety policies and practices, and engage in a strong safety culture.
- Applicants must be legally authorized to work in the U.S.
- A valid driver's license is required.
- The successful candidate will be required to submit to mandatory drug and alcohol testing prior to employment.
- Ability to analyze data and make informed decisions

Qualifications:

- High-School diploma required, associates in supply chain management desired.
- Minimum 3-5 years in procurement, inventory management, or purchasing desired.
- Mining or manufacturing experience required.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with multidisciplinary teams.
- Proficiency with word processing, and spreadsheet programs.