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Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. With nearly 1,000 meters of underground development completed at our two new deposits and a robust Pre-Feasibility Study released, Alexco is advancing the district towards a production decision with the goal of production in Q3 2020. This is a great opportunity to be part of the team that is building one of the highest-grade silver operations in the world.

The company has an immediate opening a **Site Purchasing Agent**.

#### **Position Overview:**

Reporting to the leader of Supply Chain, the Site Purchasing Agent will be responsible for utilizing expert product knowledge to purchase goods at the most favorable price, while simultaneously building and maintaining strategic relationships with key suppliers. This will be a 14 day on / 14 day off rotation at our Keno Hill Project in Elsa, Yukon. This shift schedule is subject to change.

#### **Primary Responsibilities:**

- Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quantity;
- Build and maintain good relationships with new and existing suppliers/trades;
- Negotiate and agree to pricing contracts/estimates, while monitoring the quality of service provided;
- Locate vendors of materials, equipment or supplies, and pre-qualify them in order to determine product availability and terms of sales;
- Keep estimates/contracts/PO's and use them as reference for the future;
- Develop purchasing strategies and track progresses;
- Produce pricing comparisons for budgeting purposes and relay to General Manager;
- Evaluate pricing and make recommendations to Management based on commercial and technical factors;
- Maintain proper communication protocols with vendors/supplies with respect to business objectives;
- Determine quantity and time of deliveries;
- Maintain the construction budget for each project;
- Negotiate pricing with subcontractors and suppliers;
- Research new materials for design and cost savings;
- Develop and implement new purchasing strategies to deliver ongoing cost reductions and process simplification;
- Establish new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work;
- Work with site personnel to deal with site issues related to purchasing. (i.e.: Shortages, overages, last minute change orders, etc.)
- Work in conjunction with the Contracts Department to ensure supplies/material required coincide with contracts awarded; and
- Other duties as requested.

#### **Education and Experience:**

- Bachelor's degree in business, engineering, supply chain management, or equivalent degree or experience;
- At least five years of experience in an engineering and/or construction related role
- Advanced knowledge of all areas of procurement, including procurement execution, estimating, expediting, offsite supplier quality and site purchasing;
- Detail-oriented, highly motivated with ability to effectively manage time;

- Excellent interpersonal, written and verbal communication skills; and
- Team player with the ability to work independently to meet deadlines, goals and objectives;

Please send your resume with cover letter to [hr@alexcoresource.com](mailto:hr@alexcoresource.com)

Closing date: Until position filled