

Buyer & Logistics Coordinator (12-Month Contract)

Anything. Possible.

NorLand Limited consists of 15 specialized businesses working towards as one team towards common goals. We have the unique ability to undertake complex, multi-faceted public and private sector projects within a single contract. Our businesses make **Anything Possible for over 65 years!**

CanMine provides high value underground development services to the mining and civil industries, specializing in hard rock tunnelling. We accomplish this by working closely with our clients to achieve a project specific value proposition encompassing a project's critical issues.

We are looking for a team member to fill the position of **Buyer and Logistics Coordinator** for a 12-Month maternity leave period. This position reports to the General Manager, and provides purchasing, logistics, travel planning, inventory, and administrative functions to the CanMine team in support of our remote projects.

Key accountabilities & responsibilities:

- **Project Start Up:** Creating and administering documentation pertaining to the set up, planning and close out of projects.
- **Buying:** Obtaining quotes, maintaining vendor relationships, issuing and tracking POs, and maintaining project purchasing records.
- **Receiving:** Receiving and confirming packing slips, uploading packing slips to ERP, sending invoices to AP.
- **Shipping:** Organising and tracking shipments, managing mobilization and demobilization from job sites, negotiating shipping costs, packing shipments, organising chartered flights, barges, and trucks, as necessary.
- **Personnel Logistics:** Organising travel to site and accommodation as needed, keeping documents up to date, assisting with booking certifications or site testing requirements.
- **Office Administration:** Purchasing and maintaining supplies, receiving and distributing mail.
- **Media Management:** Keeping the website up to date, managing CanMine's LinkedIn account.
- **Software Management:** Working with CanMine Operating System (COS), Wrike (task management software), and Spectrum.

To qualify for this role, you must have:

- Post-secondary education in a related field or two or more years' experience in a similar position.
- English language proficiency – written and verbal.
- Proficiency with Microsoft Office applications required (Word, Excel, PowerPoint, Outlook).
- Good knowledge of standard office practices, methods, and equipment.
- Strong organizational and prioritizing skills.
- Ability to work toward deadlines and manage conflicting priorities.
- Ability to be resourceful and proactive when issues arise.
- Previous experience within the construction or mining industry would be an asset.

If you feel you are qualified for this role, please submit your resume to RECRUITMENT@Norlandlimited.com quoting "**Buyer and Logistics Coordinator**" in the subject line.

CanMine Contracting LP and NorLand Limited are committed to equity, diversity and inclusion in our recruitment and hiring practices.