

Skeena Resources Limited is a Canadian exploration mining company, focused on working towards the restart of the past-producing Eskay Creek gold-silver mine with additional development projects in our portfolio, all located in Tahltan Territory in the Golden Triangle of northwest British Columbia, Canada. Eskay Creek was the highest-grade gold mine in the world when in production. The mine produced 3.3 million ounces of gold and 160 million ounces of silver at average grades of 45 g/t gold and 2,224 g/t silver from 1994-2008.

As a Skeena employee, you will become part of a dynamic, innovative, and results-driven work environment. You will be given assignments to challenge yourself and your skillset, working alongside colleagues with diverse backgrounds and cultures. We value Health and Safety, the Environment, and the Communities within which we operate, and work collaboratively with our Indigenous partners, leveraging traditional knowledge and respect for the land. By joining our team, you will become part of an organization driven by opportunity, entrepreneurship, and business results.

Job Title: Buyer/Receiver

Reporting directly to Skeena's Site Controller, the Buyer/Receiver is the primary site-based staff member to aid in supporting Skeena's operational field sites and development projects - warehousing, supply-chain, and logistics - activities. This position will be responsible for oversight over materials and services consumed at the mine site.

Responsibilities (including but not limited to):

The **Buyer/Receiver** performs a wide range of duties including some or all the following:

- Develops and implement purchasing procedures with Procurement Team
- Evaluates vendors/suppliers/contractors for pre-qualification, create qualified vendor register
- Creates and presents RFI, RFP and RFQ packages to vendors, suppliers and contractors; invite tenders, evaluate, and verify best options
- Assists project and operations managers in the purchasing and negotiation of equipment and materials, products, and services
- Negotiates certain contracts and maintain good relations with suppliers
- Purchases material and supplies at competitive prices, considering quality and suitability, time restraints/requirements
- Executes and demonstrates a strong understanding of usage/demand levels
- Uses supplier pricing files and internal communication systems to ensure pricing is accurate
- Analyzes all documents for accuracy and completion
- Acquires the materials and services required for projects in a timely manner; create and enter purchase orders into ERP, track and correct OS&D's, evaluate and correct vendor performance
- Establishes logistics of delivery schedules, monitor progress, and contact clients and suppliers to resolve problems; expedite shipments when necessary
- Resolves invoicing discrepancies and delivery issues
- Assist in, and negotiate the return of material and follow up to see that credit invoices are received and properly applied
- Assist in receiving, issuing, and storing material goods and other shipments
- Assist in the organizing and tracking of materials inventory held at the site warehouse
- Identifies and presents opportunities for process improvement in both verbal and written format
- All other duties as required

Experience and Qualifications

- Grade 12 diploma with some post-secondary training in warehousing or logistics is an asset
- College Diploma in procurement, administration, operations management, logistics or a combination of training and equivalent experience; is highly preferred
- Technical certification or official professional designations (CSCP, CPSM, CIPS or another asset) highly preferred
- Must possess a minimum of 3 years of similar experience in a purchasing role in the mining sector or similar industry
- Excellent communication skills in English and the ability to interact with all stakeholders
- Must be very comfortable with the use of computerized solutions, including the ability to produce reports and other documents with the Microsoft Office suite and Sage 300, able to navigate and upload into SharePoint file system
- Familiarity with relevant BC and federal legislation and regulations (e.g., WorksafeBC guidelines, Mines Act, Occupational Health and Safety Legislation) is desired
- Previous experience with forklifts and similar equipment is desired
- Class 5 driver's license is required

The Ideal Candidate

- Excellent interpersonal and communication skills and the ability to work in a team environment or individually
- Fast learner, motivated, outcome oriented
- Thorough; with a good eye for error and changes
- Adaptable to change, ability to operate in less than perfect conditions and with less than perfect information at times
- Ability to work with minimal guidance (Must be self-directed)
- Actively seek opportunities to recognize health and safety hazards, resolve safety issues, and work to mitigate associated risks in the workplace
- Must be able to work a rotational schedule in a remote mining camp

Work Location

This is a site-based job. This position involves working at a remote exploration site on a two week on/two week off rotation. The Eskay Creek project is located within the Coast Mountains of Northwestern British Columbia and Tahltan Territory. Transportation would be provided from Telegraph Creek, Dease Lake and Iskut as well as flights from Vancouver, Kamloops, Prince George, Terrace and Smithers with shuttles from either the Bob Quinn airport or Terrace Airport to Eskay Creek camp facilities.

There will be exposure to extreme temperatures in all seasons including working outdoors in snow, mud, ice, and water conditions, walking to and from different locations on uneven ground, prolonged periods of standing and physically handling/lifting/moving heavy objects.

To apply by email, send your cover letter and resume in Word or .pdf format to hr@skeenaresources.com, by March 3rd, 2023. Include your **NAME** and **JOB TITLE** in the subject line of your e-mail. All Applicants MUST be legally entitled to work in Canada. Priority hiring consideration will be given to Indigenous Nations members who reside within the territories our projects are located.

We thank all candidates for their interest, however, only those considered for an interview will be contacted.