



**Position:** Buyer  
**Department:** Performance Improvement (PI)  
**Reports To:** Project Manager  
**Status:** Independent Contractor  
**Environment:** Drug Free Workplace  
**Location:** Port Elgin, Ontario, Canada

**ROLE OVERVIEW:**

- **Location:** Can work remotely from anywhere in Ontario, Canada (during pandemic)
- **Travel:** Must be able and willing to travel to Port Elgin and surrounding area, as needed
- **Support:** In addition to working with extremely high caliber colleagues, our Contract Specialists are surrounded by a team of dedicated subject-matter experts committed to ensuring a smooth transition and successful team effort
- **Duration:** High performers will remain on the project until at least 2023

**MINIMUM REQUIREMENTS:**

- Position: Buyer (senior level)
- Status: Independent Contractor (IC)
- Education: four-year degree from University or directly-related experience
- Work location: preference will be given to candidates able to work on-site
- Relevant experience: purchase of bulk materials and large equipment (multi-million dollar)
- Industry experience: Nuclear, Power Generation, and/or Utilities
- Technology skills: excellent computer skills
- Superb communication (verbal, presentation, negotiation) and report-writing skills
- Ability to manage challenges at an enterprise level
- Ability to deliver results under pressing timelines

**ENGAGEMENT SPECIFICATIONS:**

- Typical workweek is 32-40 hours a week, Monday through Friday.
- During COVID19 pandemic, selected incumbent will work remotely from home office.
- Some roles may require travels to visit supplier locations, when travels are allowed.
- Mileage and expenses reimbursed for business-related travels.
- Experience working with Bruce Power or OPG highly preferred.
- Must be willing and able to pass strict and high-level security background screening.

## **SENIOR BUYER**

Purchase a specialized range of products and services for a wide variety of customers in Bruce Power. Establish and maintain effective relationships with requisitioners and local, national, and international vendor communities, as appropriate, to ensure effective procurement planning. Process and administer contract conditions and complex evaluations, claims, and adjustments.

Consistent with Bruce Power procurement policies and procedures, Buyer to perform the following duties:

- Maintain a knowledge of appropriate vendor capabilities and an awareness of conditions in the marketplace on assigned goods or services and keep stakeholders informed. Initiate and participate in the development of procurement strategies responsive to requisitioners' requirements and to maintain capable and competitive sources of supply. Examine possibilities for cost savings through alternate sourcing. Assist with keeping the approved supplier list (ASL),
- and in identifying and qualifying additional suppliers. Perform commercial evaluations of potential suppliers and refer technical and financial items to the appropriate specialists for evaluation and qualification.
- Review requisitions for completeness and accuracy. Check technical descriptions and determine if there are regulatory, quality assurance or other special technical requirements and refer to Contract Engineers/Administrators, Procurement Engineering (PE), or the end user. Carry out liaison with requisitioners and other specialists to investigate possible substitute materials when special supply situations develop.
- Assess procurement options such as requests for quotations or proposals, and determine the most appropriate, taking into consideration the requirements of the requisitioner and the Company. Verify single source acceptability and obtain approval to negotiate authority as per Bruce Power Procurement procedures and practices.
- Analyze system reports to identify items suitable for commodity contracts. Obtain proposals for vendor(s). Negotiate agreements with vendor at appropriate price and service levels using established template. Administer addition of new items. Provide day-to-day administration of commodity agreements.
- Gather information for the preparation or review of tendering documents as required, working with requisitioners, technical service personnel and others to obtain all appropriate technical and commercial data. Develop and select the appropriate commercial conditions including leasing terms, progress payments, holdbacks, duty, taxes, escalation, foreign exchange, warranty, delivery, transportation and supply and install provisions. Assess the need for special commercial conditions such as bid securities, labour requirements, financial security or parental guarantees. Ensure that the evaluation criteria, where required, is included and is acceptable. Prepare and issue bid lists and obtain approvals where there are regulatory requirements or changes or ambiguities to technical requirements which require clarification.
- Conduct or participate with supervisor in the negotiation of contracts for approved single source requirements, and in accordance with established policies and procedures. Prepare and issue letters of invitation for proposals. Coordinate the activities of requisitioners and others in providing clarifications to potential bidders. Arrange, participate in and



## BUYER JOB DESCRIPTION

occasionally conduct pre- and post- tender and site meetings to review commercial aspects of tenders and contracts with vendors, requisitioners and divisional personnel. Issue addenda and extensions as required and keep the requisitioners informed of all changes.

- Perform the commercial evaluation of proposals and quotations including price, domestic content, escalation, foreign exchange, duty, progress payments, labour requirements and financial security. Refer other items such as product acceptability, manufacturing and delivery capability, quality assurance and regulatory qualifications to the requisitioner, PE or Contract Engineers/Administrators for evaluation. Coordinate the technical and other evaluation activities and the contacts with bidders to clarify ambiguities and to resolve exceptions and correct any errors or omissions. Keep the requisitioner informed during the evaluation and award process as considered necessary.
- Determine the required purchasing authorities and provide system-generated route list notes to support the recommended purchase order with regards to all relevant commercial and technical issues.
- On receipt of approval, award business to successful bidders using whatever method is most appropriate. Determine the type of contract to be established (material/service) in accordance with established format and guidelines. Where blanket contracts are involved, establish the format and process and instruct vendors and requisitioners on the procedures they are to follow to ensure all the requirements are met. Assign taxes where applicable and prepare purchase orders to facilitate execution by the supplier and easy administration. Confirm acceptance by the supplier and take action to ensure that any differences are resolved. Negotiate and obtain financial and parental guarantees in accordance with Company requirements. Advise the unsuccessful bidders in accordance with Bruce Power procedures.
- Perform ongoing administration of assigned contracts. Coordinate and chair or participate with supervisor in award meetings and progress review meetings and identify and ensure the attendance of requisitioners and other special resource people who may be required. Initiate surveillance assignments, where required, by compiling an assignment package or referring to technical services personnel for action. Coordinate and ensure the review and approval of engineering, manufacturing, regulatory, quality assurance and other technical procedures and documentation by specialist staff in the requisitioning and other departments as required. Expedite and provide status information to requisitioners and to other stakeholders as requested, referring unusual problems to supervisor for resolution. Assist with arranging transportation and in resolving problems related to invoice discrepancies, material rejections, lost or damaged goods and quantity and other discrepancies. Review, recommend and approve within designated signing authorities, progress and adjustment payments. Coordinate the negotiation of contract changes after the award. Prepare purchase order revisions. Initiate, maintain and verify the completeness and accuracy of quality assurance and other files required for the administration of contracts. Operate computerized purchasing and materials management systems to perform the buying function and to access, input and update the materials catalogue for commercial accuracy. Provide assistance to requisitioners, suppliers and other stakeholders in accessing and using data bases and modules.



## BUYER JOB DESCRIPTION

- Handle and process, in accordance with regulatory and Bruce Power procedures, restricted documents for the procurement of security related equipment and materials.
- Within the general context of the job responsibilities, make suggestions to supervisor on how to improve the efficiency and effectiveness of the department.

### **Pre-engagement Requirements:**

All employees and contractors selected to work with Bruce Power will be required to complete and successfully receive Level 1 Security Clearance through the Canadian Security Intelligence Service (CSIS). This involves a comprehensive background screening and providing detailed supporting documentations for the last five years of history on all employment, self-employment, gaps of employment, places/countries of residence, international travels, and character references. All offers of engagement are contingent upon successful Security Clearance.

### **Company Description:**

Renew International provides diverse cost recovery auditing and sales tax recovery solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, sales tax recovery, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third-party suppliers and partners.

*Financial Results \* Customer Service \* Employee Recognition \* Community Involvement \* Spiritual Development*

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned.*

### **Contact Information:**

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