

Buyer

(Purchasing Agent)

BNI Coal, Ltd., a BNI Energy Company, and a subsidiary of ALLETE, Inc. is advertising for a Buyer to work at the Center Mine, Center, ND.

This position is responsible for completing purchasing activities in a manner that results in timely acquisition and delivery of parts and commodities required to support a surface mining operation. Issues and tracks purchase orders, and makes freight arrangements to ensure timely delivery. For a complete listing of job responsibilities for this position please see BNI Coal’s website <http://www.bnicoal.com/>

**Minimum requirements**:

* Two year degree in a business or related field
* Five years of work experience in warehousing, purchasing, or inventory management, preferably in surface mining
* Advanced computer skills; must be proficient with Microsoft Office applications
* Ability to work proficiently alone, as a team, and professionally represent BNI Coal
* Must possess a valid driver’s license and be able to pass the North Dakota Mine Foreman examination.

Excellent salary and benefit package. For more information on this exciting career opportunity and to apply, visit [www.allete.com/careers](http://www.allete.com/careers). Deadline to apply is May 25, 2018. EEO/AA/F/M/Vet/Disabled.

# BUYER

**EMPLOYMENT OPPORTUNITY**

**Job Title:** Buyer

**Reports To:** Purchasing & Warehouse Supervisor

**Purpose of Position:**

This position is responsible for completing purchasing activities in a manner that results in the timely acquisition and delivery of parts and commodities required to support a surface mining operation. Professionally represent BNI Coal to vendors and other internal and external customers. Efficiently issue and track purchase orders, fill requisitions, and makes freight arrangements to ensure timely delivery.

**Educational and Experience Requirements:**

Two year degree in a business or related field required and/or a minimum of five years of practical work experience in warehousing, purchasing, or inventory management, preferably in surface mining. Advanced computer skills necessary and must be proficient with Microsoft Office. Proficiency with Great Plains or other work order, purchasing, and inventory management systems is desired. Supervisory experience desired, but not required. A commitment to personal growth must be demonstrated. The successful applicant will be required to pass the Mine Foreman examination.

**Skills, Knowledge, Abilities Required:**

The ability to work effectively alone and in a team environment, exhibit leadership skills, and professionally represent BNI Coal is essential. Strong communication, interpersonal, and analytical skills are necessary. The individual must be knowledgeable in warehousing, inventory management, and purchasing techniques as well as safe material handling procedures. Strong mechanical aptitude is essential as is the ability to read mechanical and electrical drawings and parts diagrams, utilize parts books and online parts resources of mechanical, electrical, and hydraulic systems common in mining equipment. Must be able to work independently, analyze information, data and tasks, draw conclusions, and make timely recommendations. Daily attendance required unless authorized by Supervisor. The schedule for this position is primarily day shift but may vary depending on business needs.

**Responsibilities:**

**1. Leadership:** Provides leadership to the warehouse staff by promoting employee involvement, safety, accountability, and recognizing employee contributions. Will be called upon to speak at and professionally represent BNI Coal at trade meetings, seminars, and other industry events.

**2. Forecasting:** Work with warehouse and maintenance personnel to determine inventory levels, forecast consumption, and place orders in a timely manner to accommodate production and maintenance schedules.

**3. Planning:** Assist mine personnel as needed to outline specific project work scope detailing all required parts, tools, supplies, specialized equipment and craftspeople, from internal and external sources. Responsibilities include ordering parts, tracking orders, and verifying correct parts are received for planned projects.

**5. Purchasing:** Responsible to accomplish purchasing activities assigned in a manner that results in timely acquisition, timely delivery, and fair value received. Issue purchase orders for engineering, maintenance, and operations requisitions and make freight arrangements. Track purchase orders to ensure timely delivery. Establish new and maintain existing BNI Coal vendor relationships.

**6. Accounts Payable:** Provide backup to accounts payable personnel as needed.

**7. Inventory Management:** Responsible for accurately accounting for inventory, ensure warehouse procedures and inventory controls are followed, and implement inventory controls. Maintain used and rebuilt inventory items and dispose of obsolete inventory. Monitor oil levels, issue oil, and place orders to maintain appropriate oil supplies.

**8. Warehousing:** Fill-in for warehouse personnel as needed, cover warehouse counter, issue parts, place parts into inventory, verifying accurate parts quantity and quality are received.

**9. Customer Service:** Responsible that all interactions with other organization teams are handled in a timely, courteous, ethical, and professional manner.

**10. Safety.** Participate in regular safety meetings with maintenance staff. Inspect work areas to identify, document, and correct hazards. Responsible for ensuring safe work procedures are followed.

**11. Special Projects:** Under the direction of the Purchasing & Warehouse Supervisor, plans, coordinates, and carries out special projects for the organization.