

## **POSITION AVAILABLE**

### **CONTRACT SPECIALIST**

This senior position will be actively involved in Tender preparations, Contract negotiations, Contract management, Capital Works programs, and purchasing materials and services for the Company's associated mining and manufacturing operations.

#### **KEY POSITION ACCOUNTABILITIES AND COMPETENCIES;**

- Approve and select reliable sources of supply, control price and quality, and ensure timely delivery of materials, equipment and services.
- Undertake and assembly of Tender documentation for a range of purchasing contracts.
- Undertake the negotiation of purchase contracts, follow up, schedule and deliveries
- Tertiary qualification (Business or Engineering) or significant commercial experience.
- Ability to negotiate and influence others.
- Experience in mining/resources sector and in Freight, Logistics will be highly regarded.
- High ethical standards.

Applications in writing for the above position will be treated in strictest confidence and should include personal details, qualifications and experience and be address to;

**DAVID ARTHUR**  
Human Resource Manager  
Or email; [david.arthur@bemax.com.au](mailto:david.arthur@bemax.com.au)