

SENIOR BUYER

JOB ANNOUNCEMENT

Major Responsibilities

Under the direction of the Site Controller, manages, organizes, and plans purchasing duties at Western Mesquite Mines, Inc. Other duties include, but are not limited to the following:

- Interview vendors to obtain information concerning product/service, price, availability and delivery
- Review bid proposals from vendors and recommend or enter into contract within limits of delegated authority
- Discuss defects with quality control/inspection personnel to determine source of defect and initiates corrective action
- Estimate value according to knowledge of market price
- Receive and review a wide variety of requisitions, keep track of inventories, purchases, etc., through linked computer software

Preferred Qualifications

- Education and/or experience equivalent to a Bachelor's Degree or five years direct mining related purchasing experience
- Knowledge of sources of supply, markets and price trends, and the various grades and qualities of a wide variety of materials, supplies and equipment
- Knowledge of purchasing rules, regulations, methods, forms purchase orders and accounts payable processes
- Experience with a variety of computer software, including word processing, database and spreadsheet applications
- Ability to research and gather information related to vendors, contract, equipment and supplies
- Open Pit Metal Mining and Processing activities
- Budget preparation, monitoring and administration

Must be skilled in:

- Supervisory methods and techniques
- Analyzing information of considerable difficulty and drawing valid conclusions
- Researching and gathering information related to vendors, contractors, equipment and supplies
- Negotiating and administering contracts

Other Requirements and Characteristics

Work is performed primarily in an office setting with frequent visits to the production areas. There is need to stand, walk, sit, reach and demonstrate manual dexterity, talk, hear and see. The incumbent may occasionally be required to lift light to moderately heavy objects (up to 40 lbs) and perform other similar actions during the course of the workday. The incumbent will be required to wear personal protective equipment as required to perform his/her duties: hard hat, hearing protection, safety glasses, safety footwear, respirators and other PPE as determined to protect the individual. Western Mesquite Mines, Inc. promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

COMPENSATION

Salaried position, based on qualifications, in accordance with salary schedule.

How to Apply

Submit "completed" attached application via fax or mail at number or address below. Or e-mail to hr_mesquite@westerngoldfields.com

This description is a general statement of required essential duties and responsibilities performed on a regular and continuous basis. This Job Description does not exclude other duties as assigned.

Western Mesquite Mines, Inc.

6502 E. Highway 78 • Brawley, California 92227
Tel (928) 341-4653 • Fax (928) 341-0041
e-mail: hr_mesquite@westerngoldfields.com

Application for Employment



WMMI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

Western Mesquite Mines, Inc. Promotes a Drug and Alcohol Free Workplace

Position(s) Desired – You may apply for more than one open position.

Position Title(s): _____ JOB # _____

Personal Data

Last Name: _____ First: _____ Middle: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
Residence Address: _____ City: _____ State: _____ Zip Code: _____
Phone - Home: (____) _____ Message: (____) _____ E-mail Address: _____

Employment Information

Are you authorized to legally work in the United States? Yes No

Have you ever worked for WMMI? Yes No

If yes, please provide dates and department: _____

Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while an investigation of your behavior was pending? Yes No

You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination in the field below.

A "YES" answer is not necessarily disqualifying, but will be considered individually and should be explained fully: _____

Do you have the ability to perform the essential duties of this position with or without reasonable accommodations? Yes No

Do you have a relative who works for WMMI? Yes No If yes, state employee's name, relationship, and department: _____

Education

Education - Indicate highest grade completed:

Did you graduate from High School Yes No or do you have a G.E.D. Yes No

Name of College(s) or University	Major/Minor	Credit	Degree	Degree Title
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Junior/Trade/Technical/Business or Other School(s) Attended	Course of Study	Diploma		

Type of Employment Desired

Indicate the type of appointment(s) you will accept: Full-time Temporary/On-Call Part-time

Indicate your availability for the following: Day Shifts Weekends Nights

For non-exempt positions, are you willing to work overtime? Yes No

How did you learn about this position? WMMI Employee - Name: _____

Employment Office Newspaper: Name of Newspaper: _____ Other: _____

Employment History - Job experience - beginning with your current or most recent employer, list all the positions you have held. This can include related volunteer work. You MUST provide ALL requested information for each employer section you complete below. Failure to provide all requested information, i.e. employment dates, hours worked per week, total months worked, complete address, phone, supervisor, etc., may render your application ineligible for further consideration or loss of credit towards related work experience.

A. Current or most recent employer: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Type of Business: _____ Your Current Title: _____

Employment Dates: From: _____ To: _____ Number of Months: _____

Supervisor's name/title: _____

Salary - Starting: _____ Ending: _____ Hours per week: _____

Describe each major function you performed and the approximate percent (%) of time spent at each function (not to exceed 100%):

Why do you want to leave: _____

May we contact your employer? Yes No

B. Previous Employment: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Type of Business: _____ Your Title: _____

Employment Dates: From: _____ To: _____ Number of Months: _____

Supervisor's name/title: _____

Salary - Starting: _____ Ending: _____ Hours per week: _____

Describe each major function you performed and the approximate percent (%) of time spent at each function (not to exceed 100%):

Why did you leave: _____

May we contact the employer? Yes No

C. Previous Employment: _____ Phone: (____) _____
Address: _____ City: _____ State: _____ Zip Code: _____
Type of Business: _____ Your Current Title: _____
Employment Dates: From: _____ To: _____ Number of Months: _____
Supervisor's name/title: _____
Salary - Starting: _____ Ending: _____ Hours per week: _____
Describe each major function you performed and the approximate percent (%) of time spent at each function (not to exceed 100%):

Why did you leave:

May we contact the employer? Yes No

Additional Information

Are you bilingual? Yes No If yes, language: _____
Proficiency: Speak Fluently? Yes No Write Fluently? Yes No

For employment verification purposes, list any other names under which you have worked: (i.e. maiden name):

Driver's License Number: _____ State: _____ Class: _____ Expiration: _____
Is your Driver's License currently valid? Yes No

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you. Yes No

Explanation: _____

Use this space for additional remarks, license or certificate numbers, C.D.L., special skills, etc., and for other courses, training or education specifically required on the job announcement, and for explanation of other items.

Read Carefully Before Signing

Certificate of Applicant: I certify that all statements made in this application and any supplemental application materials are true and complete to the best of my knowledge. I understand that any misrepresentations, or false statements, or omission of material facts will subject me to disqualification or dismissal. I further understand and AUTHORIZE you to verify this information with my previous employers, references, and/or any educational institutions.

I agree and understand that any offer of employment from WMMI is contingent upon successfully passing a drug/alcohol screening test and background investigation, which includes the fingerprint criminal history records check. The complete results may not be available for two months or more. I understand that failure to successfully pass the above processing will result in WMMI rescinding any offer of employment or will result in termination of employment. I further agree and understand that if I am employed by WMMI and information is received which would otherwise disqualify me from employment; I will be subject to disqualification and dismissal from employment with WMMI.

Applicant Signature: _____ Date: _____

NOTE: Failure to accept a job or appear for a scheduled interview may result in removal of your name from the eligible list.

Important Notice to Applicants

In accordance with the Americans with Disabilities Act (ADA) and Section 504, WMMI does not discriminate on the basis of disability in the admission or access to, treatment or employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations contact the Human Resources Manager. Such accommodations must be requested as soon as reasonably possible in order for arrangements to be made.

Applications are accepted only for jobs that are open for recruitment. Your application must be received by Human Resources no later than the closing date listed on the job announcement. You may apply for as many jobs as you are interested in and for which you meet the minimum qualifications. Resumes without an application will not be accepted.

If not specified on the job announcement, you will be notified by phone, e-mail or U.S. mail of when and where the examination (if any) will be given. The hiring department will notify selected applicants for employment interviews, and notify the person to whom they wish to make the job offer. You should wait until WMMI contacts you. Unless otherwise notified, applications will stay on file up to one year.

****Please note that we are unable to provide photocopies of applications, resumes, or other materials****

HR DEPARTMENT NOTES:

