

Position: Purchasing Analyst/Coordinator

About Bunker Hill

The Bunker Hill Mine is one of the most storied base metal and silver mines in American history. Initial discovery and development of the property began in 1885, and from that time until the mine closed in 1991 total production from the mine totaled 42.77 million tons at an average grade of 8.43% lead, 3.52 ounces silver per ton and 4.52% zinc. Through its history the area encompassing the Bunker Hill mine accounts for nearly 42% of the total lead, 41% of the total zinc and 15% of the total silver production in the Coeur d'Alene Mining District. Over this long, 95+ year history, more than 40 separate mineralized zones were exploited, producing 35 million tons of ore concentrate, including a total of 165 Moz of silver. The Bunker Hill historical mine is located in the world class silver Coeur d'Alene Mining District. For more information, please visit our website at www.bunkerhillmining.com.

Essential Functions

- Develop and implement effective sourcing strategies to ensure the best value for the organization.
- Identify potential suppliers, evaluate their capabilities, and negotiate favorable terms and conditions.
- Establish and maintain strong relationships with key suppliers.
- Monitor supplier performance to ensure compliance with contractual terms and company standards.
- Manage all procurement contract administrative matters related to: claims, disputes, invoicing/payments, discrepancies, expediting orders, correspondence, back charges, taxes.
- Research products and/or suppliers that offer alternate methods which will improve the operation or reduce the cost of mining, maintenance or operations.
- Ensure compliance with internal procurement policies and procedures.
- Work closely with other departments, such as production, engineering, and finance, to understand their needs and provide procurement support.
- Communicate effectively with internal stakeholders to ensure alignment on procurement objectives.
- Assist with inventory management tasks such as cycle counts and stock replenishment.
- Conduct training sessions to enhance the skills and knowledge of the team.
- Maintain and update vendor information.
- Collaborate with cross-functional teams to optimize overall operational efficiency.

- Excellent written, verbal, and presentation skills.
- Effective planning and scheduling skills.
- Computer competency in Microsoft Office Programs.
- Flexible and adaptable to the changing needs of the operation.
- Excellent attention to detail and ability to prioritize competing deliverables.

Education & Work Experience Requirements

- Minimum of 2 years of relevant purchasing experience and a high school degree or GED equivalent.

Candidates from recruiting/staffing firms will not be accepted at this time.

Bunker Hill promotes a drug/alcohol-free work environment through mandatory pre-employment drug testing. To be considered for this position, please forward your resume to: hr@bunkerhillmining.com.