



JOB TITLE: Procurement Manager

LOCATION: Salt Lake City, Utah initially. Milford or Delta, Utah during construction

APPLY TO: jobs@peakminerals.com

COMPANY INFORMATION

Peak Minerals is a wholly owned subsidiary of EMR Capital, a specialist resources private equity manager. Peak Minerals is actively developing its world-class sulfate of potash (SOP) project on the Sevier Playa in west-central Utah and is focused on delivering plant nutrition in a safe, responsible, and environmentally conscious way.

The Sevier Playa Project (Project) in Millard County, Utah, is the most significant SOP development project in North America. Peak Minerals 's mission is to become the highest-quality and lowest-cost SOP producer in North America. This will enable the region to become self-sufficient in chloride-free potassium fertilizers that help farmers increase high-value food production to feed North America's growing population.

Peak Minerals is committed to developing a modern fertilizer project with attractive economics while making a positive environmental impact and maintaining socially responsible operations. The Sevier Playa project will use solar energy to economically extract SOP, minimizing Peak Minerals 's environmental footprint while producing a natural, organic product. Construction is expected to commence during Q4 2023 to Q1 2024.

PURPOSE

The Procurement Manager is responsible for the identification, management, and delivery of commercially favorable contracts and cost savings opportunities associated with supplier agreements, as well as the delivery of optimal value for strategic commodities by using best practices, professional tools, and techniques. This role manages procurement for the Project, ensuring that the value-delivery targets from sourcing are achieved, sound contract management practices and project implementation methodologies are developed and implemented, and procurement processes correspond to the control policies in place.

DUTIES AND RESPONSIBILITIES

- Responsible for all procurement activities related to the **Project**.
- Ensure competitive buying by evaluating suppliers and products and analyzing facilities and capabilities for providing reliable products and services at a competitive price.
- Continually develop knowledge of equipment and materials, their use, and expected product life. Keep management informed regarding the latest technology, new product lines, product improvements, and potential new suppliers.

- Negotiate and administer purchase agreements, including parts and materials, services, maintenance, rentals, and repairs.
- Interact with suppliers, materials management, and/or warehouse management to ensure effective methods of inventory control and management.
- Develop and analyze various cost reports generated to utilize as a management tool for operations.
- Ensure compliance with company policy and procedures.
- Assist in the development of financial budgets and forecasts.
- Ensure that timely monthly, quarterly, and annual reports are provided to site and corporate management.
- Account for the planning process to ensure that spending and strategies are developed to effectively manage suppliers, commercial risk, and supply risk.
- Implement a strategic plan that encompasses supplier strategies and operational value delivery targets to achieve the defined objectives of the organization.
- Ensure that high standards for contract quality, process compliance, and safety orientation are upheld by the sourcing team.
- Oversee contract negotiations and deliver desired business outcomes.
- Lead and support the negotiation of contract terms, while maintaining the supplier relationship.

QUALIFICATIONS

A bachelor's degree in business or related field is required. Ten years of purchasing experience with working knowledge of purchasing and accounting methods is necessary. The successful individual will demonstrate the ability to manage relationships between internal customers and suppliers and make objective evaluations of values provided through sourcing and selection of vendors and products. Knowledge of computerized purchasing systems, computerized inventory systems and accounting and warehousing techniques is necessary. Proficiency with Microsoft Office Suite is necessary. CPSM Certification would be a plus.

ORGANIZATIONAL FACTORS

The Procurement Manager will report to the President and CEO until an Operations Manager has been hired.

SKILLS AND ABILITIES

- Be a self-starter who is recognized as a strong personal contributor.
- Exhibit the ability to work in a multi-task environment and meet deadlines.

- Demonstrate a flexible and thoughtful approach in dealing with problems and/or opportunities.
- Have confidence and success in dealing with senior executives and other officers of the company, as well as outside consultants and industry contacts.
- Be thorough, well organized, and documented, as management will rely heavily on the analyses and recommendations of this individual.
- Strong communication skills to interact effectively with site personnel and vendors.
- Solid managerial skills, combined with the ability to develop and execute plans in a leadership role are necessary. Must be adept at motivating others, obtaining results, and leading by example with a participatory management style.
- Must be willing to take a “hands on” approach to the role and be very detail oriented.
- Demonstrate exceptional negotiation skills and the ability to establish and maintain rapport with a wide variety of external contacts.
- Possess strong organizational skills, implementing resources and people effectively and efficiently to accomplish aggressive, yet attainable, goals.
- Have a strong commercial understanding of construction contracts and a proactive, yet non-adversarial style of dealing with contractors.
- Must be safety conscious and self-motivated with exceptional work ethic.
- Valid driver’s license
- Experience with brine mining projects and potash production would be well regarded