



| <b>POSITION GUIDELINE</b>   |                                   |
|---|-----------------------------------|
| POSITION: Purchaser   | DEPARTMENT: Production            |
| REPORTS TO: Vice-President of Operations  | DATE PREPARED: September 10, 2007 |
| <b>BRIEF DESCRIPTION OF RESPONSIBILITIES</b>  |                                   |
| <ul style="list-style-type: none"> <li>▪ Ensure all work is performed in accordance with Company safety guidelines, safe work practices and job procedures.</li> <li>▪ Act as liaison between suppliers and JNE Welding.</li> <li>▪ Oversee all material purchasing and the effective usage of materials for all projects and including usage of and return to inventory, (including documentation thereof, i.e. Material Requisitions, crop sheets, etc.).</li> <li>▪ Ensure vendor selection and qualification in accordance with JNE's ISO requirements.</li> <li>▪ Responsible for the review of the FIL to effectively collect/acquire all material required to complete the project. (E.g. timing, cost, etc.)</li> <li>▪ Coordinate between Estimating, Project Administration, Detailing, Shop, and Accounting; the purchase of material and sub-contracts required to complete the project.</li> <li>▪ Provide PA with updated information on the expected receipt dates and any changes/substitutions in material from the initial PO.</li> <li>▪ Expedite receipt of material.</li> <li>▪ Working with shipping &amp; receiving department on expediting of material.</li> <li>▪ Provide support to Estimators as required.</li> <li>▪ Identify improvements in purchasing procedures within JNE.</li> <li>▪ Assist Inventory Control Clerk in identifying improvements in inventory procedures within JNE.</li> <li>▪ Provide accurate and timely accounts payable information to Accounting Department.</li> <li>▪ Set-up and maintain service contracts as directed by a member of the senior management committee.</li> <li>▪ Maintain appropriate confidentiality of Company, customer and supplier information.</li> </ul> |                                   |
| <p><i>We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.</i></p>   |                                   |
| <b>DESIRED QUALIFICATIONS</b>   |                                   |
| <ul style="list-style-type: none"> <li>▪ Technologist or equivalent demonstrated experience</li> <li>▪ Have or are able to obtain a PMAC designation.</li> <li>▪ Ability to read drawings and blueprints</li> <li>▪ Good operating knowledge of Microsoft Office and AutoCAD</li> <li>▪ Strong interpersonal and communication skills (both written and verbal)</li> <li>▪ Good organizational skills</li> </ul>  |                                   |
| EMPLOYEE ACKNOWLEDGEMENT:   | DATE:                             |
| APPROVED BY:  | DATE:                             |