

Job Title: Senior Contracts Specialist

Requisition ID **7838** - Posted - **Emo, Ontario**

Make an impact at an all-North American precious metals producer. New Gold is now part of Coeur Mining. Visit www.coeur.com to learn more.

Coeur Mining attracts and hires highly skilled individuals. By joining our team, you can look forward to:

- A stimulating values-based work environment
- A culture of collaboration and inclusion
- Inspiring colleagues and approachable leaders
- Career development opportunities
- A deeply rooted commitment to responsible mining, health and safety and community engagement
- A competitive total compensation program
- A comprehensive benefits package including a retirement savings plan

About Coeur Mining:

Coeur Mining is a growing, all-North American precious metals producer with seven operations: the Las Chispas silver-gold mine and Palmarejo gold-silver complex in Mexico, the Rochester silver-gold mine in Nevada, the Kensington gold mine in Alaska, the Wharf gold mine in South Dakota, the Rainy River gold mine in Ontario, Canada, and the New Afton copper-gold mine in British Columbia, Canada. In addition, Coeur owns the Silvertip silver-zinc-lead exploration project in British Columbia.

Coeur offers a flexible, hybrid work model and a culture built on safety, collaboration, and real opportunities to develop your career for those who want to grow alongside a company that is doing the same.

Rainy River

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River mine is an open pit and underground, gold and silver producing, residential mine site.

The Rainy River mine, located adjacent to the Ontario/Minnesota border is 65 kilometers northwest of Fort Frances, Ontario and is situated half way between Winnipeg, Manitoba and Thunder Bay, Ontario. The area is home to more than 130 species of birds and large populations of moose, black bear and deer. If you enjoy outdoor activities including hunting, fishing, winter sports and lake country then this is an area you will love to live and work in.

Applicants who reside in Northwestern Ontario and have experience working in a cross-cultural environment, coupled with knowledge of the unique challenges and opportunities presented to those living in the Northwest Ontario, are assets. Hiring priority will be given to qualified applicants who are beneficiaries of the Impact Benefits Agreement (IBA) and to qualified applicants residing in the Northwest Ontario communities. (Indigenous) Members must clearly identify their status on the online job application and resume if they wish to receive priority consideration.

About The Role

Schedule: 5/2 & 4/3

Location: Remote. The candidate will be required to attend on-site training (schedule to be confirmed).

Position Reports To: Supply Chain Superintendent

Position Objective:

The Contracts Specialist role supports the Procurement and Contract supervisor with the sourcing of materials and services from retail and wholesale vendors to sustain site operations as requested. This role aids with the planning processes related to strategic procurement and contract placement activities ensuring that IBA commitments are met. This function assists with the development of the agreements and partnerships that will provide the highest quality goods/services at the lowest total cost of ownership, and evaluates vendors based on

cost, quality, service, availability, reliability, First Nation affiliation or ownership and selection variety. The Contracts Specialist role support long term vendor relationship development as well as developing and implementing sound procurement strategies.

Key Responsibilities:

- Prepare the action plan for contract renewal and RFP for the year
- Reviews and issues request for bids / request for quotes based on site requirements.
- Primary contact for assigned vendors for contract negotiation activities.
- Identify, select, and develop vendors/suppliers for contract or strategic partnership development.
- Assist with identifying implementing, capturing and monitoring cost reduction initiatives.
- Meet with suppliers for performance reviews.
- Develop and negotiate Outline and Scheduling Agreements with vendors working with Legal Counsel as required.
- Develop and manage service level agreements/KPI's
- Manage assigned Contracts including but not limited to Contract Schedules, expiring Contracts and Contract Management Programs
- Build a yearly Action Plan for assigned vendors and contract renewal
- Preparation of Hand Over Documents, Executive Summaries, and Bid Comparisons as requested.
- Assist with sourcing new requirements and facilitation of SOW and RFx development with key internal customers.
- Collaborate with Functions to assess Strategic Sourcing Plans/Opportunities
- Responsible for managing Suppliers through tasks such as coordinating Supplier Onboarding ISNetworld registry, evaluating Supplier Performance, and working towards Supplier Alliances.
- Review and document contract compliance.
- Monitor and Improve upon key Sourcing and Contracts KPI's.
- Comply with all company policies and procedures including but not limited to Safety, Health, Confidentiality, and Environmental
- Promote a positive health, safety, and environment culture and demonstrate a personal commitment to Safety, Health and Environmental responsibilities, and
- Any additional tasks as requested by your Supervisor.

Qualifications:

- Minimum 7 years' experience in a contracting environment with direct experience in preparation and negotiation of complex, high value contracts.
- Post-secondary business degree/diploma
- Paralegal certification would be an asset.
- Strong analytical, negotiation and communication skills.
- Knowledge and experience using SAP S4 would be an asset.
- In-depth Business system knowledge (Management operating systems, planning, performance management, etc.)
- Contracts, Procurement or Supply Chain certification is preferred.
- Excellent verbal and written communication skills and business acumen.
- Strong project management skills, with the ability to manage tight deadlines and competing priorities.
- Good judgment, critical thinking, and problem-solving skills with the ability to work in a team environment.
- Demonstrated success in building trusting relationships with internal and external stakeholders including the local community, indigenous groups, employees, colleagues, and service providers/contractors.

Compensation

The anticipated salary range for this position will be between \$130,000.00 - \$150,000.00.

Why Coeur?

- Highly competitive base salary, and a quarterly incentive program
- Extended Health & Dental Benefit
- Short-term and long-term disability insurance benefit
- Defined match contribution to group registered retirement savings account

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. Coeur Mining does not accept resumes from employment placement agencies, head-hunters or recruitment suppliers that are not in a formal contractual arrangement with the Company. Any resume or other information received from a supplier not approved by Coeur Mining will be considered unsolicited and will not be considered.

Inclusion, Equal Opportunity, Accessibility

Coeur Mining is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status or any other legally protected factors. Disability-related accommodations during the recruitment process are available upon request.

Additional Information

Visit our LinkedIn Career Page or follow us on [LinkedIn](#).