

# Contract Specialist Remote or Sault Ste. Marie

## COMPANY INFORMATION

Wesdome Gold Mines has had over 30 years of continuous gold mining operations in Canada. The Company is 100% Canadian focused with a pipeline of projects in various stages of development. The Company's strategy is to build Canada's next intermediate gold producer, producing 200,000+ ounces from two mines in Ontario and Quebec. The Eagle River Complex in Wawa, Ontario is currently producing gold at the Eagle River Underground Mine. Wesdome started production at the Kiena Complex in Val d'Or, Quebec in December 2022. The Company trades on the Toronto Stock Exchange under the symbol "WDO".

## SUMMARY

Reporting to the Warehouse and Procurement General Foreman, the Contract Specialist is a key member of the site Finance team. The position can be either remote or based out of the Sault Ste. Marie Office supporting the Eagle River Mine.

### POSITION RESPONSIBILITIES

*Accountabilities and duties will include but not limited to the following:*

- Coordinating and assisting in the timely delivery and administration of procurement and construction contracts.
- Basic understanding of general commercial contracting regulations and principles and subcontracting practices
- Basic knowledge and understanding of legal principles as they relate to commercial and contract management.
- Facilitate and assist in the entire RFP process, including the development of RFP, vendor lists, selection criteria, service, and material requirements, bid file documentation, bid evaluation, negotiation with suppliers/contractors, adjudication of the tender processes and contract management.
- Administer, coordinate and process purchasing of goods and services. Ensure consistency and compliance with terms and conditions, governing legislation, procurement and contracting policies, guidelines, procedures and signing authorities.
- Maintain contract documentation and support of contract management throughout the timeline of the contract. Including claims & close outs.
- Responsible for building and maintaining relationships with contractors and suppliers.
- Ensure compliance with established strategies, contracts, policies, and procedures.
- Collaborate with external legal counsel to ensure Terms & Conditions are appropriately negotiated based on risk profile of contract.
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language. Provide contract summary and overview to internal business partners for effective use and execution of contract.
- Perform other duties as assigned and required.

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## QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or College Diploma in Business, Supply Chain, Finance or related field.
- Minimum of 3+ years relevant work experience in procurement and contracts in the mining sector. (Asset)
- Ability to solve problems and think critically
- Advanced computer skills with expertise in spreadsheets and Microsoft Office suite
- Well-organized with the ability to meet tight deadlines and demands
- SAP experience (Asset)
- The individual should have demonstrated a high level of energy, self-motivation, and strong organizational skills.
- Excellent inter-personal skills together with an ability to facilitate commitment to a cooperative team effort.
- Good communication skills, both orally and written with both internal and external contacts and the ability to work with all levels of the organization.
- Basic understanding of general commercial contracting regulations and principles and subcontracting practices
- Basic knowledge and understanding of legal principles as they relate to commercial and contract management

### **WORK CONDITIONS**

- Location: Remote or Sault Ste. Marie Office
- Travel to mine site will be required regularly (Approximately 4 days per month)

We wish to thank all applicants for their interest and effort in applying for the position. However, only candidates selected for interviews will be contacted.

**APPLICATION PROCESS** ▶ Email: [HR.Resumes.Eagle@wesdome.com](mailto:HR.Resumes.Eagle@wesdome.com)

Wesdome prides itself on being an equal opportunity employer committed to responsible mining practices and building a diverse and inclusive workforce. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or Aboriginal status.

Wesdome is committed to accessibility for people with disabilities. We will work with applicants requesting accommodation at any stage of the recruitment and selection process. If you require accommodations, please contact us at [Wesdome Gold Mines Ltd. - People & Careers - Accessibility](#)

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), Wesdome is committed to hosting and maintaining an accessible environment.



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To be eligible for this position, you must be legally permitted to work in Canada without any additional sponsorship support from Wesdome.

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