

Job Posting Title

Contracts Assistant

Posting Date

March 17, 2017

Application Deadline

April 7, 2017

Company

New Gold is a Canadian intermediate gold mining company listed on the Toronto Stock Exchange (TSX) and the New York Stock Exchange (NYSE MKT) under the symbol NGD. At New Gold, our values drive every decision and action we take:

Integrity: Do what's right

Creativity: Lead with innovation

Commitment: Deliver

Develop our employees: Commitment to personal development

Teamwork: Leverage our collective skills

New Gold is committed to ensuring that all Applicants are able to participate equally in relation to New Gold's recruitment, assessment and selection materials and processes. New Gold encourages all Applicants with disabilities to let their New Gold recruitment contact know if they require accommodation during the recruitment process. For more information on New Gold's compliance with the Accessibility for Ontarians with Disabilities Act, 2005, please visit our website at <http://newgold.com/LegalNotice/default.aspx#sixteen>.

Project

Do you want to be part of the development and start-up of one of Canada's premier mining operations? We are looking for dynamic individuals to join our team as we pursue this exciting project. The Rainy River Project, located 65 km northwest of Fort Frances, ON, contemplates a combined open pit and underground mine, processing 21,000 tonnes per day.

Department

Other

Tasks

Reporting to the Supply Chain Manager, the Contracts Administrator is responsible for the preparation, issuance and arrangement of contracts for New Gold Rainy River Project.

The position is on a Monday to Friday working schedule. The successful candidate must be willing to relocate and reside in the Rainy River district.

- Prepare contract documents for tender, award, turn over and close out
- Prepare documents for various types of contracts
- Manage post award vendor relationships with service providers
- Maintain contracts including file and database management of contracts and related documents
- Other related duties to support the team as required to ensure the Rainy River Project is a success

Requirements

- Must be able to relocate to Rainy River District in Northwestern Ontario
- Minimum Grade 12 education
- Minimum 3 years' in a similar role or similar discipline
- Previous working experience in mining or construction project is considered an asset
- Post-secondary education in Business Administration or Supply Chain Management or related discipline is considered an asset
- Proactive and enthusiastic
- Customer service focused
- Well-developed written, oral and interpersonal skills
- Strong knowledge of pre and post award contract administration tasks

Contract Type

Permanent

Employment Fraction

Full-time