

Job Posting Title

Senior Contracts Specialist

Posting Date

April 16, 2018

Application Deadline

June 16, 2018

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

We are looking for experienced and dynamic individuals who want to relocate to the local area and be a part of the development and start-up of one of Canada's premier mining operations.

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.

Our residential mine site allows individuals to maintain a work / family - life balance with an outdoors lifestyle.

Department

Purchasing

Tasks

KEY RESPONSIBILITIES

- Provide full life cycle, proactive contract and subcontract development and administration to ensure adherence to processes, procedures, policies, obligations, legal and ethical requirements.
- Provide advice to internal clients regarding legal requirements, customer specifications, and obligations.
- Establish and maintain excellent internal and external client relationships.
- Assist in the preparation of the approved project bidders list, and implement and maintain the electronic contract filing system for each assigned contract.
- With the contract owner, negotiate the terms and conditions of contracts.
- Ensure all internal documentation is in place prior to execution of contracts.
- Coordinate and record meetings with contractors, and generate and issue amendments to cover all change to contracts.
- Ensure proper record keeping on all assigned contracts to mitigate any potential contractual claims and commercial risks identified in the contract risk register.
- Ensure proper archiving of all contract documentation at contract close-out
- Improve team's business acumen by contributing to process development and improvement
- Any additional tasks as requested by your supervisor

Requirements

Competency, Knowledge and Skills and Experience

- Minimum 5 years' experience in a contracting environment with direct experience in preparation and negotiation of complex, high value contracts
- Strong analytical, negotiation and communication skills
- Knowledge and experience using SAP would be an asset
- Strong MS Office skills, with in depth knowledge and skill level of Word and Excel
- 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

Qualifications, Licenses, Designations, etc.

- Bachelor's Degree in a business related field

Contract Type

Permanent

Employment Fraction

Full-time