

# Job Title: Supply Chain Aboriginal Trainee

Req Id 1372 - Posted 08/31/2020 - Rainy River Mine - Emo, Ontario

Make an impact at Canada's premier mining company.

When you advance your career at New Gold, you are joining a Canadian-focused intermediate gold mining company engaged in the operation, development and exploration of mineral properties. Our mission is to be a leading intermediate gold producer, driving responsible and profitable mining in a way that creates sustainable value for our employees, shareholders, the communities in which we live and work and our environment. To learn more about New Gold, visit our website at [www.newgold.com](http://www.newgold.com). To learn more about our culture and people practices, visit the Career page.

New Gold 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

## Rainy River Mine

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River Mine is an open pit, 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.

**This position is an opportunity for a junior professional with post-secondary education to join and learn the workings of Supply Chain within a business setting. The successful incumbent must be Aboriginal.**

- Assist with Invoice/PO reconciliations and PO clean up
- Contract Administration (assist with RFP/RFQ creation, bid lists, bidder qualification and notifications, Contract document creation)
- Assist with Supplier Data Base data input and clean up
- Assist with Share Point set up and control
- Assist with Purchasing
- Assist with Cataloguing
- Meeting minutes
- Expedite Purchase Orders
- Assist with Reports/Presentations
- Assist with Warehouse Duties

## Requirements

- Previous experience in an administrative position is an asset
- Skilled user of Word, Excel, Power Point and Visio
- Basic knowledge of Supply Chain and the Mining Industry an asset
- Ability to take complete and accurate meeting minutes
- Excellent written and verbal communication skills

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. New Gold 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 New Gold will be considered unsolicited and will not be considered.

**Inclusion, Equal Opportunity, Accessibility**

New Gold 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.