

Job Title: Contracts Specialist - Camp & Travel Allowance

Requisition ID 1863 - Posted 12/17/2020 - 7000 New Gold - Rainy River - 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 be a leading intermediate gold producer, driving responsible and profitable mining in a way that creates sustainable value for our employee, shareholders, the communities in which we live and work and our environment. New Gold would like to acknowledge the lands and resources of the Treaty 3 Territory and respect the traditional values of our First Nation partners. To learn more about New Gold, visit our website at 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.

About The Role

Schedule: Shift 14/14 – 12 hour days

Position Reports To: Project Services Superintendent

Position Overview

The Contracts Specialist role is responsible for the development and administration of project related construction contracts and service agreements. The Contracts Specialist works to save the company money through bid evaluations and effective negotiations.

The Contracts Specialist is primarily concerned with relationship building as well as developing and implementing sound contracting strategies. This function develops the agreements and partnerships that will provide the highest quality goods/services at the lowest possible total cost, and evaluates contractors and consultants based on cost, quality, availability and ability to execute the work.

Key Responsibilities

- Develop and administrate construction contracts and services agreements throughout their full life cycle from bid package development to contract closeouts.
- Develop monthly contract management KPI's to drive accountability and reward achievement
- Contribute to the delivery of the contract management processes including change management, progress claim verification, and formal correspondence between New Gold and its contractors, consultants and vendors.
- Contribute to the monitoring of contractor compliance to New Gold's policies.
- Develop, and/or update and maintain New Gold contract management processes, procedures and templates.
- Execute all works with highest professional and ethical standards ensuring all actions are transparent and in accordance with New Gold policies.
- Establish and communicate the contract management strategy in line with departmental and site priorities.
- Chairing weekly contractor progress meetings
- Strive for competitive pricing with emphasis on cost reductions, quality and supplier delivery performance through competitive bids, negotiated price, terms and conditions.
- Maintenance of Capital Projects change order log and contract register.

Qualifications

- 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
- Contracts, Procurement or Supply Chain certification (as applicable)
- 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
- Bachelor's Degree in a business related field would be an asset
- Contract change management expertise (change orders, change directives, back charge agreements).
- Excellent written and verbal communication skills.
- Legalese comprehension and the ability to interpret and convey legalese language into layman's terms.
- Efficient and effective chairing of meetings and recording minutes.

Why New Gold?

- Highly competitive base salary, compensation programs 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
- Camp and Travel Allowance Provided

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.