



Position Advertisement

Procurement and Contracts Lead - 10043

ABOUT THE COMPANY

Sabina Gold & Silver Corp. is a well-financed Canadian precious metals company on track to become a mid-tier gold producer. The Company has a portfolio of properties in Canada at different stages of development. Our flagship project, the Back River Gold Project, is located in the western Kitikmeot Region of Nunavut. Through our Nunavut assets, Sabina is evolving from a successful exploration company to a developer. Sabina is listed on the Toronto Stock Exchange ("SBB").

ABOUT THE POSITION

Based in our Edmonton office, the Procurement and Contracts Lead will maintain the overall control and responsibility for all Procurement and Contracting processes related to the Back River Project. The Procurement and Contracts Lead is responsible for the adherence and implementation of project development contracting and procurement processes while performing day-to-day contract management tasks, such as updating preferred supplier databases, reviewing and evaluating Supplier and Contract proposals, maintaining a high level of confidentiality in regard to agreements, PO's, and contracts, and assisting in buyer responsibilities related to the project. This role will occasionally be required to travel to the Back River Project Site and corporate offices while also assisting the Project Teams in complying with territorial and federal regulations and requirements related to procurement and contracting needs.

PRIMARY RESPONSIBILITIES

Reporting to the Director, Engineering, duties will include but are not limited to:

- Overall control and responsibility for Procurement and Contracting processes including but not limited to, developing Procurement and Management Plans aligned with overall Project strategic objectives and priorities, developing Requests for Tenders, updating Preferred Supplier/Contractor database, reviewing and evaluating Supplier and Contractor Proposals, developing Contracts and Purchase Orders, maintaining Procurement Status Lists and Reports, and initiating orders and contracts into the financial accounting system for the Project (SAP entries);
- Assist in Change Control Boards with contract limits and contract risk evaluation;
- Support development of reports & status updates as required to maintain Project Controls Reporting and Monthly status reports;
- Maintain official files and records for all confidentiality agreements, purchase orders and contracts, and contractual letters exchanged between the Project Development Team and the Contractors/Suppliers;
- Consult with Company Legal Office and advisors, as required, in the development of contracts and management of ongoing purchases and contracts;
- Perform day-to-day contract management while also assisting in the design and implementation of innovative strategies to enhance vendor management and optimize contract spend;
- Responsible for monitoring, analyzing and reporting on a monthly basis the expenditures on all contracts;
- Ensure direct reports (staff working under the P&CM) have annual health & safety targets setting out how they are expected to contribute to the health and safety improvement action plans and are resourced appropriately to achieve these targets. Assist the Project Team in complying with HSE accountabilities defined in the Sabina HSE Management Policies and Procedures;
- Aid in Buyer responsibilities, including but not limited to identifying suppliers with required capabilities to provide goods or services related to construction and mining projects, assist with preparation of contracts and purchase orders (PO's), contract negotiation, and preparing procurement reports;
- Perform day-to-day contract management activities including, but not limited to, attending and/or chairing progress meetings, monitoring schedules, expediting, drafting of change documents as required, facilitate change processes, negotiations, facilitating and negotiating of claims and disputes as required, forecasting, accrual reporting, validation of



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payment requests, tracking of contract submittals and other deliverables, monitor document controls and contract interpretation; and

- Aid in the design and implementation of innovative strategies to enhance vendor management and optimize contract spend while responsible for monitoring, analyzing, and reporting on a monthly basis the expenditures on all contracts.

DESIRED QUALIFICATIONS

- Five (5) years of related experience in procurement and/or contracting role with the understanding of project life-cycle development in the heavy industry (preference given to those with experience in mining);
- Bachelors Degree of Science in Economics, Math, Contract Law, Business, or related discipline required;
- Purchasing and contract management experience with large, remote mining projects considered an asset;
- Excellent computer skills and experience with Microsoft Suite (Outlook, Word, Excel, PowerPoint, etc) required. Willingness to learn project management tools necessary for the role;
- Exposer to contracts and procurement systems such as SAP considered an asset; and
- Prior experience to similar projects with demonstrated success in a project support role considered an asset.

COMPENSATION AND BENEFITS

The salary range for this position is \$105-120K annually (based on prior experience and qualifications) in addition to competitive benefits.

APPLICATION AND CONTACT INFORMATION

To be considered for this opportunity, please email your resume to employment@sabinagoldsilver.com using the reference number 10043 in the subject line.

Kitikmeot Inuit, Nunavut Inuit and Residents receive priority hiring consideration, if one these categories applies, please state it after the reference number in the subject line.

We thank all for their interest but are only considering applicants with working rights in Canada.

We will retain application material on file for future vacancies (openings within 6-12 months) for consideration; however, you are encouraged to apply to any opening you may be suited for. If selected to move forward a member of our team will be in touch.

CLOSING DATE

This posting will remain open until 12:00AM MST August 12, 2022 unless a suitable candidate is not found; however, we encourage interested applicants to submit their resumes ASAP in order to be considered.