



**Position Title: Contract Specialist**  
**Employment Type: Permanent, Full-time**

### **About Arctic Canadian**

Arctic Canadian Diamond Company is a Canadian mining company and a significant producer and supplier of premium rough diamond assortments to the global market. The company owns and operates the Ekati Diamond Mine. The company also holds a controlling interest in the Lac de Gras Diamond Project. The Ekati Diamond Mine and the Lac de Gras Diamond Project are located in Canada's Northwest Territories. In addition to its mining and exploration operations, Arctic has offices in Canada and Belgium.

### **Position Overview**

Reporting to the Manager of Supply Chain, the Contract Specialist is responsible for all go to market activities including, RFI, RFP and contract negotiations. Subsequently, this position will manage a portfolio of service spend with respect to procuring and managing to contract terms. Finally, over all supplier relationship is owned by this position for their specific portfolio of suppliers. The successful candidate will be a detail oriented, self-motivated professional, with superior communication, negotiation, and relationship management skills

This position will be permanently based in Calgary, AB. and work a Monday to Friday schedule at the corporate office. Occasional travel to the Ekati mine site will be an ongoing requirement.

### **Job Duties/Responsibilities**

- Forecasting, planning, and managing contract services according to the annual business plan.
- Responsible for building strong business understanding and relationships with internal stakeholders.
- Understanding and adherence to the company Impact Benefits Agreement (IBA) and Socio-Economic Agreement (SEA) commitments is required to meet or exceed annual spend targets with Northern and Northern Indigenous Suppliers.
- Responsible for preparing and evaluating go to market initiatives (RFI, RFP etc...)
- Responsible for negotiating, writing, and maintaining contracts on behalf of the company.
- Responsible for building and maintaining relationships with suppliers.
- Collaborate with external legal counsel to ensure Terms & Conditions are appropriately negotiated based on risk profile of contract.
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language. Provide contract summary and overview to internal business partners for effective use and execution of contract.

### **Education/Experience**

- An ideal Contract Specialist will possess a bachelor's degree or higher in one of numerous possible fields: Accounting, Business Administration, Economics, Finance or Law.
- Supply Chain Management Professional (SCMP) designation would be considered an asset.



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- A combination of education and experience outside of the above standards may also be considered.
- Strong capability in managing relationships with upper management, internal business partners and suppliers is an essential skill.
- Minimum 5 years' experience, preferably in Contract Administration in a mining or industrial setting.
- Previous experience with SAP or similar Enterprise Resource Planning (ERP) system is preferred.
- Proficiency with key office software tools such as the Microsoft Office suite of programs.
- Ability to manage cross functional teams and potential conflicting priorities and goals between these parties to the overall benefit of the company.
- Interpersonal communication skills – contract specialists work directly with a variety of people negotiating complex contracts which requires excellent interpersonal communication skills, both written and verbal.
- Ability to negotiate both in-person and through written communication with stakeholders and suppliers' clients.
- Intimate knowledge of contract language, contract types, with ability to write and edit contracts clearly and concisely.
- Good organization skills and the ability to multitask on several projects simultaneously.
- Ability to identify, analyze, and suggest solutions for problems, customer complaints and supplier concerns.

### **What we Offer**

At Arctic, we believe people are our most important asset. This is why we are fully committed to the health, safety and well-being of our employees. We believe in establishing strong lasting and respectful relationships with the people and communities with whom we work.

Arctic is dedicated to developing our workforce and to creating an environment where people can learn, grow, and take on new responsibilities. We build capacity within our workforce by offering leadership training, apprenticeship positions and adult education initiatives.

Arctic offers a competitive salary, performance bonus and total compensation package, including company paid extended health, dental and vision care, an Employee Family Assistance Program (EFAP), employer matched pension, generous paid vacation and personal days, as well as a Dependent Scholarship Program and employee discounts. On site we provide accommodations and meals, a fully equipped gym and recreation facilities.

### **Additional Information**

Arctic provides travel to and from the Ekati mine site out of Calgary, Yellowknife, and other northern fly points,

Employees need to be fully vaccinated with a Health Canada approved COVID-19 vaccine.



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Preference will be given to qualified applicants from Arctic Impact Benefit Agreement (IBA) Groups. Members should clearly identify their IBA status on the online job application and resume, to receive priority consideration.

Visit [www.arcticcanadian.ca](http://www.arcticcanadian.ca) to apply and to learn more about Arctic's operations.

**Closing Date:** This position will remain open until a suitable candidate is found.