



# Manager, Procurement

**Location:** This is a 4-year fixed term employment contract (*March 31, 2030*) based out of NexGen's Operations office in Saskatoon, Saskatchewan or remotely.

Reporting directly to the Director of Procurement, the Manager, Procurement plays a pivotal role in facilitation and managing all purchasing activities for both the Saskatoon Project Office and the Rook I Project. This position is responsible for leading the procurement process, ensuring compliance with established policies and procedures, and fostering effective relationships with vendors and internal stakeholders. The Manager, Procurement drives value by managing the end-to-end procurement lifecycle, negotiating favorable contract terms, and supporting project execution through strategic sourcing and risk management. By aligning procurement activities with organizational objectives, this role helps ensure timely and efficient delivery of goods and services essential to project success.

## **Key Responsibilities (including but not limited to):**

- Ensure procurement policies, plans, procedures, and systems are consistently followed to maximize value, efficiency, and compliance.
- Lead end to end procurement lifecycle activities for NexGen procured packages in support of the Project Execution Plan.
- Coordinate with the EP service provider on procurement packages for the Rook I Project.
- Draft, review, negotiate, and execute contracts from RFP through award for Saskatoon Operations and Rook I Site requirements.
- Negotiate commercial terms and conditions with suppliers to achieve balanced, favorable outcomes.
- Manage vendor and internal stakeholder relationships, including performance evaluation and issue resolution.
- Administer purchase orders, including compliance monitoring, deliverable tracking, and change management.
- Identify, assess, and mitigate commercial and contractual risks; provide risk management guidance across the organization.
- Coordinate procurement activities with cost control and scheduling teams to support execution readiness and milestone delivery.
- Conduct market and supplier capability assessments to support procurement strategies and governance requirements.

- Support implementation and optimization of the procurement module within the ERP system.
- Lead training and knowledge transfer on procurement policies, processes, and procedures across the organization.
- Identify opportunities for safety, productivity, technology, and cost improvements in collaboration with project and engineering teams.

### **Skills, Knowledge and Expertise**

- Relevant university degree with a minimum of 10 + years of experience in procurement, contracts, and supply chain management, or an appropriate combination of education and experience.
- SCMP, APICS designation or equivalent is considered an asset
- Mining industry or large capital project experience is considered an asset.
- Proven team leadership, able to work with project team members at all levels to meet deliverable deadlines.
- Demonstrated experience and advanced knowledge of ERP systems.
- Proficient in Microsoft Office (Power Point, Word, Excel) with general knowledge of database utilization.
- Excellent interpersonal, written and verbal communication skills.
- Proven commitment to workplace safety and demonstrate safety leadership.