

JOB DESCRIPTION

APPLY HERE

Sourcing and Contracting Specialist

JOIN OUR TEAM: poised for growth and delivering excellence in all that we do.

We would love to have you join us and be part of the only gold producing facility in Saskatchewan.

The Seabee Gold Operation is located about 500km northeast of Saskatoon, Saskatchewan in the boreal forest. At SSR Mining, our vision is to deliver sustainable value for all stakeholders through responsible mining. People and the environment are our most important resources, and we are committed to safeguarding them both now and for the future. We recognize the catalyst role our operations can play in local communities and commit to engaging with and investing in local communities and leaving a positive legacy. We do this by implementing the highest standards of sustainability, as well as the necessary plans, procedures, metrics, and targets to meet our commitments every single day.

Joining SSR Mining is being part of a diverse team committed to ensuring that safety comes first, an innovative mindset is encouraged, and collaboration is a constant.

At SSR Mining – Seabee Gold Operation we understand the value of a diverse workforce and we embrace, encourage and support workplace inclusion and diversity. New ideas, perspectives, experiences, and expertise make Seabee Gold Operation stronger. We are committed to building a diverse workforce reflecting the communities we operate in. Our vision is to create a culture where inclusion is the goal, and a diverse and representative workforce is our measure of success. Seabee Gold Operation is committed to providing an inclusive selection process, free from systemic barriers, support employment equity and encourage all members of underrepresented groups (i.e., women, Indigenous peoples, persons with disabilities and members of racialized groups/visible minorities) to voluntarily disclose. Seabee Gold Operation welcomes applicants from all backgrounds, abilities, and experiences to apply.

SSR Mining – Seabee Gold Operation is hiring for a **Sourcing & Contracting Specialist, Supply Chain**.

About Your New Role:

Reporting to the Supervisor, Procurement, the Sourcing & Contracting Specialist, Supply Chain will be responsible for the Seabee site's operational and capital requirements in a cost-effective manner through sourcing and procurement activities, contract administration, supporting supplier and contractor management activities, operational support, and tasks related to continuous improvement.

Your Key Responsibilities:

Sourcing & Procurement

- Support procurement activities for goods, services, and operational requirements.
- Coordinate RFQ and RFP processes, including supplier communication, bid collection, and commercial evaluations.

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- Conduct market research and identify sourcing opportunities that support cost savings and operational efficiency.
- Support capital procurement projects by coordinating sourcing activities and tracking procurement milestones.
- Assist in consolidating purchasing requirements to maximize commercial leverage and improve spend under contract.

Contract Management

- Support the preparation, execution, and administration of contracts and purchase agreements.
- Maintain contract records, renewal schedules, and contract documentation.
- Monitor contract expiry dates and coordinate renewal activities with internal stakeholders.
- Assist in tracking supplier obligations and contract compliance.

Supplier & Contractor Management

- Assist with supplier performance tracking and reporting.
- Support periodic supplier and contractor reviews.
- Coordinate contractor management administrative activities, including ISN-related processes, evaluations, and reporting.
- Support supplier relationship management initiatives and issue resolution activities.

Operational Support

- Work closely with Procurement, Warehouse, Logistics, Maintenance, and Operations teams to support procurement priorities.
- Assist with critical spare parts sourcing and expediting activities when required.
- Help identify opportunities to reduce procurement cycle times and improve purchasing processes.
- Prepare regular reports related to spend, contracts, supplier performance, and procurement activities.

Continuous Improvement

- Support procurement improvement initiatives, procedures, and standard templates.
- Maintain procurement data and documentation to ensure accuracy and consistency.
- Contribute to the development of procurement reporting and performance metrics.

Safety Health and Environment

- Evaluate environmental impacts from a life-cycle perspective and ensuring that activities are designed in a way that can prevent unintentional environmental impacts from increasing.
- Support the delivery of financial and operational benefits that may result from environmentally sound alternatives that strengthen the organization's position in the market.

And any other duties as assigned by the department.

Your Knowledge and Skills:

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- Excellent analytical, organizational skills including proficiency in Microsoft Office applications, particularly Word, Excel, Powerpoint, and SharePoint to prepare reports, make presentations and manage files and documents.
- Ability to manage multiple priorities and work effectively with cross-functional teams.
- Strong communication and organizational skills.
- Experience in mining, industrial, manufacturing, construction, or heavy industry environments.
- Exposure to sourcing events, contract administration, or supplier management activities.
- Knowledge of procurement best practices and commercial contract fundamentals.
- Experience with Power BI or other reporting tools.
- Ability to work independently and within a team environment.

Your Education and Experience:

- Bachelor's degree in Business, Supply Chain, Commerce, Engineering, or a related discipline.
- Minimum 3 years of experience in procurement, sourcing, supply chain, contracts administration, or a related field.
 - Equivalent combination of education and work experience considered.
- Experience working with ERP systems such as SAP or similar platforms.
- Experience supporting contractor management or vendor performance programs.

About Our Working Conditions:

This position has a schedule of 4 days on, 3 days off. One rotation per month will be spent at our remote fly in fly out site with pick up points in Saskatoon, Prince Albert or La Ronge.

Our Stipulations:

This job posting complies with all Company standards, policies and procedures pertaining to appropriate conduct for employees, including the Code of Conduct. Our Respect in the Workplace policy, Safety, Health & Environment policies, and any other applicable standards, policies and procedures are implemented and or revised by the Company or by Legislation.

This job description is an outline of the key requirements and responsibilities for this role but is not to be considered an exhaustive list. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Drug (including marijuana) and alcohol substance testing is a requirement for all positions. Applicants who have recently used marijuana recreationally may not pass a substance test as marijuana can remain in the user's system for as many as 30 days after use.