

Job Description

 **Location:** True North Mine, Bissett, Manitoba (Camp-Based / Remote with Site Travel)

 **Job Type:** Full-Time

 **Company:** 1911 Gold Corporation

 **Schedule:** Hybrid / Remote with periodic site travel as required

 **Work Location Note:** *This role is primarily remote, with site visits as operationally required. As the Company continues to evaluate its long-term administrative and operational needs, there may be future changes to work location requirements. Candidates should be open to this potential evolution. *

Position Overview

1911 Gold Corporation is seeking a detail-oriented and highly organized Operations Buyer/Inventory Control to support Supply Chain and procurement activities across the operation. This role is responsible for accurate and timely data processing, procurement coordination, contract administration support, and supplier management, while upholding the Company's mission, values, and operational standards.

The Operations Buyer plays a key role in ensuring service and direct-buy procurement activities are processed efficiently, supplier information is maintained accurately, and internal stakeholders are supported across departments. This position requires strong attention to detail, discretion, and the ability to manage multiple priorities in a fast-paced mining environment.

Reporting Structure

- Reports to: **Director, Special Projects**

Key Responsibilities

Procurement & Supply Chain Support

- Become a proficient user of the **ACCUMATICA ERP system** for all procurement-related activities
- Complete accurate data entry related to procurement and contract administration, with a focus on service requirements and direct buys
- Work closely with internal departments to confirm, validate, and process procurement requirements
- Determine whether inventory is required for processing and support inventory minimization initiatives
- Create and maintain service masters in ACCUMATICA
- Validate pricing and agreements for preferred suppliers and contractors

- Maintain vendor records and support ongoing supplier and contractor relationships

Supplier & Contractor Management

- Validate suppliers and contractors within contractor management systems (e.g., Cognibox)
- Confirm delivery timelines against required site dates
- Process Advance Ship Notices (ASN) and support expediting when required
- Assist with the creation, maintenance, and administration of supplier agreements
- Support document formatting, agreement tracking, and control reporting

Accounting & Administrative Support

- Assist Accounts Payable in resolving invoice discrepancies to support timely payments
- Compile, review, and action daily task and procurement reports
- Support audit preparation and compliance-related documentation
- Provide general administrative support to the Supply Chain function as required

General Responsibilities

- Demonstrate and communicate 1911 Gold's mission and values
- Maintain high standards of confidentiality, ethics, and professionalism
- Support continuous improvement of procurement and administrative processes
- Perform other duties and assignments as required to support operational needs

Qualifications

- Diploma in Business, Accounting, Supply Chain, or a related field, or equivalent experience
- Minimum **2+ years of experience**, preferably in mining procurement, accounting, or a related operational environment
- Experience with ERP systems (ACCUMATICA preferred)
- Strong proficiency in **Microsoft Office**, with **advanced Excel skills considered an asset**

Knowledge, Skills & Abilities

- Working knowledge of procurement, contract administration, and accounts payable processes
- Strong data entry, document control, and record management skills
- Excellent organizational and time-management abilities

- High attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines
- Trustworthy, discreet, and comfortable handling confidential information
- Ability to work independently and collaboratively across departments

Working Conditions

- Primarily remote role with site visits to the True North Mine as required
- Must be comfortable working in a mining or industrial environment during site visits

Equity, Diversity & Inclusion

1911 Gold Corporation is committed to fostering an inclusive, respectful, and diverse workplace. Accommodations are available upon request throughout the recruitment process.

Industry