

Operations Buyer

 Location: True North Mine, Bissett, Manitoba (Remote / Hybrid with Site Travel)

 Job Type: Full-Time, Permanent

 Company: 1911 Gold Corporation

 Schedule: 4/3 on site

 **Work Location Note:** This position is based at the True North Mine site. Camp accommodations and meals are provided during scheduled work rotations, as applicable for non-local employees.

Position Overview

1911 Gold Corporation is seeking a detail-oriented and highly organized **Operations Buyer** 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.

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

Qualifications

Education

- Diploma in Business, Accounting, Supply Chain, or a related field, or equivalent experience

Experience

- Minimum 3-5 years of experience, preferably in mining procurement, accounting, or a related operational environment
- Experience with ERP systems (ACCUMATICA preferred)

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

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

Teamwork, Culture & Growth Mindset

- Demonstrate and communicate 1911 Gold's mission and values
- Maintain high standards of confidentiality, ethics, and professionalism
- Contribute to a respectful and collaborative team environment
- Support continuous improvement of procurement and administrative processes
- Adapt to changing operational priorities with professionalism

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.

Please submit your resume and cover letter to: careers@1911gold.com