

## Procurement Clerk

-  **Location:** True North Mine, Bissett, Manitoba (Camp-Based)
-  **Job Type:** Full-Time, Permanent
-  **Company:** 1911 Gold Corporation
-  **Schedule:** 4 days on / 3 days off
-  **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 **Procurement Clerk** to support the Procurement and Contracts team at the True North Mine in Bissett, Manitoba.

This role is responsible for supporting the daily administrative and data entry functions of procurement and contract activities. Reporting to the Procurement & Contracts Supervisor, the Procurement Clerk ensures that purchasing transactions, vendor information, and contract documentation are accurately recorded and maintained within the ERP or procurement system.

The successful candidate will play a key support role in maintaining accurate records, processing documentation, and coordinating between procurement, warehouse, vendors, and site operations to ensure efficient and timely supply chain support.

## Key Responsibilities

### Procurement Administration & Data Management

- Accurately enter purchasing data, vendor information, purchase orders, receipts, and master data into the ERP or procurement system (experience with Acumatica ERP considered a strong asset)
- Maintain data accuracy and integrity within procurement systems
- Support procurement reporting, including tracking open purchase orders and spend summaries

### Purchase Order & Documentation Support

- Assist in the creation, processing, and tracking of purchase orders
- Maintain organized and up-to-date digital and physical procurement records

- Ensure proper documentation of contracts, purchase orders, and vendor correspondence

### **Invoice & Vendor Coordination**

- Support three-way matching of purchase orders, receipts, and invoices prior to payment
- Communicate with vendors to confirm order details, delivery timelines, and resolve discrepancies
- Follow up on outstanding orders and delivery timelines

### **Additional Responsibilities**

- Assist with RFQ/RFP preparation and distribution
- Track procurement activities and support contract documentation
- Coordinate with warehouse personnel to ensure proper receipt and documentation of goods
- Provide administrative support during shutdowns or periods of high procurement activity

## **Qualifications**

### **Education**

- High School Diploma or GED equivalent required

### **Experience**

- 1–3 years of administrative or procurement experience preferred
- Experience working with ERP or purchasing systems considered an asset

### **Knowledge, Skills & Abilities**

- Strong computer skills, including Microsoft Excel
- High attention to detail and accuracy in data entry and documentation
- Strong organizational and time management skills
- Effective communication skills for coordinating with vendors and internal teams
- Ability to prioritize tasks and work independently in a fast-paced environment
- Problem-solving skills with the ability to identify and escalate discrepancies
- Commitment to safety and adherence to site procedures

### **Working Conditions**

- Camp-based role at a remote mining operation
- 4/3 rotation
- Collaborative work environment supporting site operations

### **Teamwork, Culture & Growth Mindset**

- Contribute to a respectful and collaborative team environment
- Demonstrate a strong commitment to safety and operational excellence
- Support continuous improvement within procurement processes
- Adapt to changing operational priorities with professionalism

## **Perks & Benefits**

### **Work-Life Balance**

- 4 days on / 3 days off rotation
- Camp accommodations and meals provided for none-local candidates

### **Competitive Compensation**

- Competitive salary based on experience
- Vacation and benefits package

### **Career Development**

- Opportunity to support supply chain operations in a growing mining environment
- Work alongside experienced procurement and operations teams

## **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](mailto:careers@1911gold.com)***