

Procurement & Contracts Supervisor (Lead)

 **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 an experienced and detail-oriented **Procurement & Contracts Supervisor (Lead)** to oversee the procurement and contracting function at the True North Mine in Bissett, Manitoba.

This role is responsible for ensuring materials, services, and contractor support are sourced efficiently and cost-effectively while maintaining full compliance with company procedures and site requirements. Reporting to site leadership, this position acts as a key liaison between operations, maintenance, vendors, and contractors to ensure uninterrupted support of site activities.

The successful candidate will bring strong commercial judgment, leadership capability, and organizational skills, with the ability to manage multiple priorities in a fast-paced operational environment.

Key Responsibilities

Procurement Leadership & Oversight

- Lead, mentor, and supervise procurement personnel
- Ensure purchasing activities are completed accurately, efficiently, and in alignment with company procedures
- Promote a strong safety culture and adherence to site standards

Purchase Order & Supply Management

- Review and approve purchase requisitions and issue purchase orders
- Ensure timely delivery of materials and services to support operations
- Monitor critical purchases and support expediting of high-priority items

Contract Administration

- Oversee preparation, issuance, and management of service contracts
- Ensure scopes, pricing, and commercial terms are clearly defined and executed
- Track contract performance and compliance

Vendor & Contractor Coordination

- Maintain strong relationships with suppliers and contractors
- Resolve delivery, pricing, and performance issues as they arise
- Support vendor onboarding and maintain approved supplier lists

Cost Control & Commercial Management

- Support competitive sourcing through RFQs/RFPs
- Evaluate vendor proposals and negotiate commercial terms
- Contribute to cost control and procurement optimization initiatives

Compliance & Documentation

- Ensure procurement and contracting activities are properly documented
- Maintain compliance with company policies, procedures, and audit requirements

Additional Responsibilities

- Support procurement activities for shutdowns and capital projects
- Track contract usage, rates, and expiry dates
- Coordinate with warehouse teams to align purchasing with inventory levels
- Support budget tracking and forecasting activities
- Assist with development and issuance of RFQ/RFP packages

Qualifications**Education**

- High School Diploma or GED equivalent required
- Post-secondary education in Supply Chain, Business, or Commerce is considered an asset

Experience

- Minimum 10–15 years of progressive experience in supply chain, procurement, or contracts management, preferably in mining, construction, or heavy industry
- At least 5 years of direct experience in procurement and contracts management
- Previous supervisory or lead-hand experience required
- Experience preparing and managing RFQs, RFPs, and service contracts

Knowledge, Skills & Abilities

- Strong understanding of procurement processes, contract management, and vendor negotiations
- Proven leadership and team management capabilities

- Strong computer skills, including ERP systems (experience with Acumatica ERP considered a strong asset) and Microsoft Office (Excel, Outlook, Word)
- Highly organized with the ability to manage multiple priorities and deadlines
- Strong communication skills for coordinating with internal departments and external vendors
- Effective problem-solving skills in a fast-paced operational environment
- Commitment to safety, compliance, and continuous improvement

Teamwork, Culture & Growth Mindset

- Contribute to a respectful and collaborative team environment
- Demonstrate strong leadership and accountability
- Support continuous improvement in procurement and contracting practices
- 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 lead procurement and contracting functions in a growing mining operation
- Work alongside experienced operations, maintenance, and supply chain 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