



Contracts Specialist

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:

Contracts Specialist

Position Description:

The Contracts Specialist will be responsible for managing the full lifecycle of contracts/agreements at the mine site, including development, negotiation, execution, and administration, along with executing service purchase orders tied to contracts. Ensure that all agreements with vendors, contractors, and service providers align with company policies, terms and conditions, legal requirements, signing authorities and operational needs, while supporting safe, efficient, and cost-effective mining operations.

Responsibilities:

- Develop, review, and administer contracts/agreements for goods and services required at the mine site by obtaining the best total cost of ownership
- Oversee and manage corporate legal support of contracts and agreements during negotiation and on an ad-hoc basis.
- Collaborate with operations/internal stakeholders and finance teams to define contract/agreement scope and requirements
- Lead contract/agreement negotiations with suppliers and contractors and monitor contractor performance, deliverables, ensuring adherence to contract terms
- Manage contract/agreement changes, amendments, and claims
- Maintain accurate contract/agreement documentation and records
- Support tendering processes, including RFQs/RFPs and bid evaluations
- Lead Preferential First Nation monthly meetings to drive partnerships and build sustainable business activities.
- Provide suggestions to improve transactional practices for activities related to the materials and services purchasing process.
- Proactively resolve and assist Buyers to resolve complex issues. Demonstrate innovative thinking by regularly making recommendations for new approaches to the purchasing of goods and adjudication of services.
- Support contracting needs with the user areas as well as identify and develop suppliers in the market to support commercial and operation needs.
- Support and participate with the management and executive team on high value, high risk contract/agreement needs for the operation.



- Oversee and participate in the implementation and maintenance of Outline Agreements (OA's) and support compliance of Hemlo policies and procedures and commercial conditions.
- Develop and maintain relationships with both internal customers and external suppliers. Negotiate pricing, delivery, payment terms, approved substitutes and other cost saving initiatives.
- Collaborate with Inventory Control and Warehouse to ensure there are no stock outs, and no production or financial loss to the operation due to issues with Supply Chain.
- Lead and support the continuous improvement and execution of Hemlo's purchasing strategy, policies and guidelines regarding materials categories and contracts, cost savings and other performance metrics.
- Prepare contract and procurement reports for the Supply Chain department.
- Know and comply with the current Mining Safety and Health regulations and Loss Prevention procedures of Hemlo.
- Demonstrate social awareness, commitment, and compliance with Hemlo's Social Responsibility Policy.
- Maintain the confidentiality of all corporate information.
- Maintain safe working conditions and adhere to all corporate policies, procedures, and guidelines.
- Perform other duties as assigned

Qualifications:

- Bachelor's degree in Business, Supply Chain, Finance, Industrial Engineering, or related field.
- Minimum four (4) years of related procurement experience in the mining sector.
- Strong computer skills using office software such as Excel, Word, PowerPoint, SharePoint, and SAP.
- Ability to be an integral team member in a growing, fast-paced environment, manage multiple contracts and priorities simultaneously
- Excellent verbal, written communication skills with the ability to communicate and interact effectively with a wide variety of people.
- Strong influencing skills.
- Strong attention to detail, excellent organizational skills & the ability to work in a fast-paced environment.
- Excellent knowledge of end-to-end supply management processes including competitive bidding, contract management and supplier performance management.
- Highly driven and self-motivated, strong negotiation skills, conflict resolution, able to manage a high volume of work in a fast-paced environment with multiple priorities and deadlines.
- Successful completion of the Supply Chain Management Professional (SCMP) an asset.
- High ethical standards.

What We Can Offer You

- Base salary range from \$95,000 to \$133,500 per year, depending on experience and qualifications.



- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities

- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.
- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**If you are interested in this position, submit your resume to careers@hemlominig.com.
Be sure to include the position you are applying for in the subject line.**

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

Thank you for your application; however, only those selected for an interview will be contacted.