



INTERNAL/EXTERNAL CAREER OPPORTUNITY

The Red Lake district is located 180 kilometers north of Dryden about 100 kilometers from the Manitoba border in Northwestern Ontario, Canada. It spans 42,000 hectares and has produced over 29 million ounces of gold since 1949. Our Red Lake Operation includes the Red Lake and Campbell underground mining and processing complexes, and Cochenour, a potential new source of ore. As Evolution's newest asset and our first in North America, we are excited by the opportunities here. The Red Lake Operation is located in an area where you will experience the best in Northern lifestyle, in the heart of a lake-studded, boreal forest region in Sunset Country. Red Lake is known for its natural beauty, abundant wildlife, and incredible Canadian fishing in the many freshwater lakes in the area.

We want your time at Evolution to be a highlight of your career. We will dare you to think differently, act like an owner and live our values of safety, accountability, excellence and respect. We take pride in looking after our people and are passionate about personal development. We will help you build on your strengths, appreciate your diversity, provide opportunities for your development and challenge you to be your best. We will make sure you are clear on your accountabilities and have the right resources, systems and tools to achieve and succeed in your role. As a growth focused business, we recognise our people's efforts and reward the outcomes they deliver, as well as how they delivered them.

Temporary (1 Year Contract) Contracts and Procurement Specialist – RED00000004 (Commercial & Finance)

Red Lake Operation

Reporting to the **Supply Chain Coordinator** the **Contracts and Procurement Specialist** provides expertise and guidance to EVN stakeholders for the procurement of goods and services into the EVN business. The role considers the full procure to pay cycle, supply chain, vendor relationship management, contracts management and governance and administration that is required to ensure a successful procurement outcome. In particular, the role is responsible for ensuring that the values of safety, excellence, accountability and respect are applied throughout the planning, procurement, implementation, management and review of various sourcing initiatives and arrangements to achieve value-for-money, sustainable outcomes that optimize safety performance, enable timely delivery of operational objectives and deliver socially acceptable and commercially robust outcomes in the way that we do business. The schedule for this role will be a **Local 4x3, 10.5 hours**, offering a great work/life balance.

What you'll do

- Build relationships and engage with stakeholders to determine business needs, requirements, changes, risks and expectations to enable fully informed procurement planning, scoping and sourcing decisions.
- Recognise the different sourcing strategies and be able to develop strategies that reflect the importance and value of items being procured.
- Prepare category spend data, profiling and compile sourcing documents for market testing.
- Conduct and lead end to end sourcing activities in accordance with established policies and procedures and participate in negotiations to establish and review supply arrangements and assist in implementation of outcome.
- Implement and contribute to the development of contract management plans, resolve issues, monitor performance and negotiate contract variations through effective supplier relationships to enhance business outcomes.
- Provide governance, assistance and guidance on procurement related matters to EVN stakeholders and support good practice in procurement.
- Maintain contracts register and ensure information is current, accurate and complete.
- Maintain and update spend report and prepare reports on procurement and contract activity to meet organizational requirements.
- Perform other duties as assigned.

Who you are

- Post-secondary education, CSCMP Designation or equivalent.
- Mining industry technical background would be beneficial although not essential.
- Worked as part of a team to deliver time critical outcomes.
- Experience in commercial activities associated with the resources or construction industry.



Evolution
MINING

Red Lake Operation

- Proven ability to prepare, analyse, profile and present data, in a structured and logical format.
- Experience in procurement, contract management, and project management.

How to Apply

Applications close on **Monday, May 25, 2020**. Interested candidates are to apply by sending your resume and cover letter to HR.RLO@evolutionmining.com referencing the Job Number **RED00000004**. At this time, we are not accepting candidates referred by recruitment agencies. Internal candidates must submit a job application form to Connor Ranger, People and Culture. Please note that relocation will not be available to those located within 80 kilometers of Red Lake Gold Mines or for contract positions. As an equal opportunity employer, Evolution is committed to diversity, inclusion, and accessibility. We encourage all qualified candidates to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process.