



McEwen Mining operates the Black Fox Complex through an experienced workforce that oversees the fully operational Black Fox underground mine. McEwen Mining is exploring and working towards potentially commissioning multiple projects in the area, such as Grey Fox, Froome, Stock East in Matheson and the Lexam projects in Timmins.

McEwen is now hiring for the positions of:

Contract Administrator

Reporting to the Controller, the Contract Administrator will be responsible for managing procurement contracts and support procurement processes. The successful candidate would manage contracts and work alongside the buying team for other buying activities. Key responsibilities include working with operations and project managers to provide the required goods and services, assisting the buying team with contract tendering and awarding, and assisting finance and operations with contract management.

Primary Responsibilities Include:

- Understand operational needs by working with department and project managers
- Support vendor and supply chain management
- Support the tendering process for operations and projects
- Negotiate and recommend contract awards
- Manage detailed contract documentation and data systems
- Assist and advise operations on contractual risks
- Conduct contract reviews and ensure vendor adherence to contract terms
- Monitor and report on contractual performance
- Provide assurance for processing contract invoices
- Liaise with Corporate and legal counsel as required
- Maintain open dialogue with other management to coordinate activities and improve performance and productivity
- Protect the reputation of the management and employees of McEwen Mining

Qualifications and Skills Requirement:

- Several years of experience in contract negotiation and supply chain management
- Highly self-motivated and able to develop and maintain new strategies and processes
- Familiarity with the gold mining industry is a strong asset
- Proficient in using Microsoft Office applications
- Experience with ERP software

Competitive compensation • Generous benefits packages • Great work environment

Thank you for your interest in McEwen Ontario. Only those selected for interviews will be contacted. Please submit your resume and cover letter, referencing this position to: nouvellet@mcewenmining.com or ljackson@mcewenmining.com

McEwen Ontario Inc. is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation.