



KGHM Polska Miedź S.A is an International company that employs approximately 34,000 people around the world and has been a major copper and silver producer for more than 50 years. The Company is highly respected for being a reliable employer, that values employees and experts with technical and market experience. Following our best practices; policies of transparency, safety, security and ethics; considering our locally cherished values and Indigenous communities; as well as environment protection, we are among the leaders of conducting sustainable mining.

KGHM International is a wholly owned subsidiary of KGHM Polska Miedź S.A and its operating assets includes mines in Canada, US, and South America as well as the Ajax Project in Kamloops, British Columbia and the Victoria Project in Sudbury, Ontario. Our team-oriented environment and culture offers the continued opportunity to be challenged, to contribute, and to grow.

We are actively looking to fill the following full-time role based in the Greater City of Sudbury, Ontario.

- **Project Procurement Specialist – Posting ID 2025-04**

Scope of the role

Under the direction of the Project Development Manager, the Project Procurement Specialist is responsible for the purchasing of materials, goods, and services, and managing contracts from tender through to close out as required.

The position is to ensure that the equipment and materials are purchased on schedule and on budget, conforming to the requirements of the technical and commercial requirements while maintaining professional relations and communications with vendors and project personnel.

Specific Duties and Responsibilities

- Develop, update, and maintain the procurement and contracting plans for Advanced Exploration and Full Mine Execution.
- Conduct all Procurement, Purchasing and Contract Administration Processes with adherence to corporate policies and procedures.
- Recommend, update, and establish contract and procurement strategies to best manage cost, risk, and schedule requirements.
- Liaise with the project team to obtain and verify specifications, lead times and delivery dates for all project requirements.
- Build qualified bidders list for each contract package and follow pre-qualification procedures to register in the eRFX, purchasing and contract management systems.
- Prepare all tender documents and lead the RFP process via the eRFX system (SAP Ariba).
- Ensure approved commercial terms and conditions are applied, engaging corporate resources for review as required.
- Lead the established bid evaluation process and prepare recommendation to award memorandums for management approval.
- Engage corporate resources to ensure insurance and legal reviews are complete as required.
- Develop equipment and material sourcing strategy and see through bid and award.
- Complete purchase order transactions in the integrated system (JDE).
- Administer contracts according to agreed terms, including processing progress payment statements for approval.
- Establish and follow the methods, procedures, and standards for expediting. Address international issues arising from currency fluctuations, customs, duties, shipping, logistics, and receiving.
- Ensure a program is in place to select, source and secure bulk commodities ensuring the impact of currency and demand fluctuations are mitigated.

- Monitor, track, and forecast procurement schedules in alignment with the needs of the Project.
- Follow all procurement reporting and documentation requirements and communicate effectively with all stakeholders.
- Manage vendor contributions to engineering and construction to ensure standards are established for technical documentation. Ensure construction or installation contracts, equipment, and material management interfaces are established and ready for execution based on schedule.
- Establish warranty and guarantee terms and periods for each contract.
- Verify spares for start-up, first year of operation, and critical spares.
- Develop a claims resolution procedure in each contract including timeframes and agreed steps for dispute resolution.
- Liaise with the project team to obtain and verify technical specifications, lead times and delivery dates for all material and equipment purchases.
- Analyze purchases to obtain a favorable item, price, and delivery terms required for regular purchases, inventory re-orders, and blanket orders.
- Responsible for accuracy of transactions in the integrated system, currently being JDE.
- Ensure proper communication and documentation of contractual changes to all key stakeholders.
- Facilitates contract life cycle management from package planning to job execution, and close out for assigned packages; Report Contractor performance and contract/purchasing metrics.
- Manage payment certification and cash flow forecast in order to assist Finance in the month-end managed billing process.
- Other duties as may be assigned from time to time.

Qualifications, Skills and Knowledge

- 5 to 10 years of related experience.
- Degree or diploma in business administration or related field preferred.
- Must possess and demonstrate high ethical and professional standards.

- Excellent verbal and written communication skills.
- Experience with JDE, SharePoint and Ariba are an asset.
- Intermediate level in Microsoft Office Product Suite.
- Firm understanding of procurement processes, and corporate governance principles.
- Familiar with Canadian Competitive Bidding Law.
- Capability to successfully negotiate, implement, and administer high value contract/service agreement.
- Ability to work on site in a construction environment.

Additional Information

- Shift Schedule - Monday to Friday Dayshift.

Competitive Compensation

Please forward your resume and cover letter with **Posting ID 2025-04** in the subject line to **sudbury.recruiting@ca.kghm.com**

For further information about KGHM visit our website at www.kghm.com. Only candidates selected for an interview will be contacted.

We welcome and encourage applications from people with disabilities. Accommodations are always available upon request for candidates taking part in all aspects of the selection process.