

## **Specialist, Sourcing**

- Be part of a group that is safety driven and values inclusion.
- Join our global leading business offering outstanding personal development & global career opportunities.
- Permanent employment which includes a huge range of additional benefits.

### **About the role**

#### **Finding better ways to provide the materials the world needs.**

We are seeking a highly motivated and professional **Sourcing Specialist** to join our Diavik Procurement/Supply Chain Team. You will be responsible for the development and execution of sourcing strategies for goods and services for a broad range of teams at a fast-paced mining operation. The objectives of this role will be to update and adjust the category strategy, execute contract management, create a strong supplier relationship management system which achieves commercially favourable contracts and deliver optimal value to Diavik.

Reporting to the Sourcing Superintendent, this position is based in our Yellowknife, NT corporate office, though travel to the mine site will be required from time to time. You will be responsible for:

- Owning the development and implementation of comprehensive sourcing strategies and the development and execution of commercial agreements to minimize total cost and maximize value that will drive competitive advantage and meet Rio Tinto governance requirements.
- Compile tenders, evaluations, and recommendations.
- Conduct and implement contract management (e.g., contract execution, implementation, supplier reviews) for assigned contracts or arising from sourcing projects previously executed.
- Ensure sound category management processes are followed, project implementation methodologies are deployed, and implementation is completed in accordance with defined processes.
- Build and grow relationships with relevant suppliers to drive innovation and value through scoping, sourcing, and negotiation.
- Pull and analyze relevant data to prepare reports on spend, cost, productivity, or other, as required.

### **What you'll bring**

To be successfully considered for this role, you will have:

- Supply Chain Management Professional (SCMP) designation or equivalent, Supply Chain Diploma or equivalent from an accredited institution.
- 2 - 5 years' previous experience in supply chain management, procurement, contract management and administration.
- Good computer skills with a thorough knowledge of Microsoft Office and Power BI.
- Experience working in SAP considered an asset.
- Strong analytical capability and experience, along with strong project management, problem solving and customer/supplier relationship management skills.

- Ability to achieve outcomes through partnership, collaboration, and positive influence.
- Highly organized, systematic and detail oriented.
- Ability to manage stakeholders across diversified networks and to communicate succinctly, both verbally and in written form, with both internal and external stakeholders.
- An ability to work unsupervised and be a self-starter.

### **Where you will be working**

Located in the Northwest Territories of Canada, the Diavik Diamond Mine is a producer of gem-quality diamonds. At Diavik, a strong focus is placed on protecting the local environment, as well as supporting communities through employment and education.

### **So if this sounds like you and the opportunity you are looking for, apply now.**

If you are looking for change, a new career and would like to work for a successful global organization, join us today.

### **Additional Information**

Priority consideration will be given to qualified applicants who are beneficiaries of the DDMI Participation Agreement Groups and to qualified applicants residing in the Northwest Territories and Nunavut Territory. Members must clearly identify their status in their application and resume if they wish to receive priority consideration.

### **What we offer**

Be recognized for your contribution, thinking and hard work, and go home knowing you've helped the world progress.

- A work environment where safety is always the number one priority.
- Career development to further your technical or leadership ambitions.
- A competitive compensation.
- Ongoing access to family-friendly health and medical programs, pension, and savings plans.
- Attractive share ownership plan.
- Leave for all of life's reasons (vacation/annual, paid parental, sick leave.)
- Relocation assistance to Yellowknife not provided for this position.

### **Every Voice Matters**

At Rio Tinto, we particularly welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

We are committed to an inclusive environment where people feel comfortable to be themselves. We want our people to feel that all voices are heard, all cultures respected and that a variety of perspectives are not only welcome – they are essential to our success. We treat each other fairly and with dignity regardless of race, gender, nationality, ethnic origin, religion, age, sexual orientation, or anything else that makes us different.

## About Rio Tinto

Rio Tinto is a leading global mining and materials company. We operate in 35 countries where we produce iron ore, copper, aluminum, critical minerals and other materials needed for the global energy transition and for people, communities, and nations to thrive. We have been mining for 150 years and operate with knowledge built up across generations and continents. Our purpose is finding better ways to provide the materials the world needs – striving for innovation and continuous improvement to produce materials with low emissions and to the right environmental, social and governance standards. But we can't do it on our own, so we're focused on creating partnerships to solve problems, create win-win and meet opportunities.

Working at Rio Tinto also means choosing to be part of a company designated as one of Canada's Top 100 Employers in 2023 for a 4th consecutive year. For more information, click here: <https://www.linkedin.com/feed/update/urn:li:activity:6999447814468497408>