

Ready to build a rewarding career in an industry that is growing?

Who We Are

We are a global mining company dedicated to safely delivering nickel, copper, cobalt, and platinum group metals essential for the world's energy transition.

Our mission is to improve lives and shape a better future together.

From utensils to cellphones to satellites, our operations simplify daily life and enhance connectivity. Our metals are integral to life-saving medical equipment and the electric vehicles driving the fight against climate change – our work truly matters.

Join our diverse team of 15,000 talented individuals committed to transforming critical minerals into prosperity and sustainable development in countries like Canada, Brazil, Indonesia, the United Kingdom, and Japan. We invite you to use your skills with us and contribute to something meaningful and enduring.

The Opportunity:

We are currently seeking a **Supervisor, Contracts Management** to join our Contract Management team supporting Surface Plants in Sudbury, Ontario.

This is a **permanent** position, working **dayshifts, Monday – Friday**, with 3–5 days per week on site.

As a Supervisor, Contract Management, you will provide leadership and supervision to a team of Contract Specialists that oversee and manage activities within the Contract Management lifecycle. These activities may include writing scopes of work, developing contract strategy, demand planning, and market analysis, developing commercial strategy, contract administration, and vendor performance management (including KPI development and measurement).

As a representative of Ontario Contract Management, you will be responsible for coaching and mentoring the team as well as providing guidance to key stakeholders within the business. You will also be expected to collaborate with and provide leadership to other functional areas within the organization including Operations, Procurement, HSE, Finance, Engineering, Legal, etc. in matters relating to contract management. Acting as an internal subject matter expert, the role also has governance and oversight responsibility.

In this position you will:

- Manage a team of Contract Specialists to provide demand planning, scope development, and contract management support to the operations.
- Work with stakeholders to understand and measure the total cost of ownership during strategy and scope development as well as throughout the technical evaluation of RFPs to ensure the best value for the organization.

- Work with the Superintendents and team to establish and achieve goals and objectives for the development of Contract Management processes and procedures for the Ontario Operations.
- Work collaboratively with procurement to develop and prioritize the Ontario demand plan for their respective contract portfolio.
- Ensure compliance with all contract and procurement-related matters in line with corporate policies, legal and regulatory requirements, insurance, finance, tax, and Health, Safety, and Environmental (HSE) requirements.
- Ensure vendors and operations execute work in a manner that meets the terms of the contract regarding safety, productivity, schedule, quality, and deliverables.
- Support the teams by providing subject matter expertise and guidance for preventing and mitigating contractor and service provider claims.
- Apply experience to develop and implement processes and routines to prevent claims from occurring. If claims do occur, provide assistance to analyze, mitigate and resolve as required.

About You

Education:

- College diploma or Undergraduate degree in a related field such as business or law is preferred.
- Generic Supervisor Common Core (770141) is an asset.

Experience:

- Minimum of 8–10 years of related experience is required.
- Previous experience in mining or an industrial is considered an asset.
- Understanding of contracts, contract language, and commercial contract terms.
- Ability to simplify complex terms for stakeholders and establish relationships with internal and external stakeholders.
- Proficient in SAP and Microsoft Office Products

Skills:

- Comprehensive understanding of business systems including Procurement, Project Management, Finance, Safety, and Operations and Maintenance.
- Must be obsessed with safety and risk.
- Demonstrate open and transparent dialogue in all aspects of work.
- Understanding of contract law. Knowledge of entire contract management cycles, including administration and resolution of cost claims.
- Excellent communication skills (both written and oral) and demonstrated skills in time management and in conflict management.
- Ability to work in a high-paced environment with competing demands and priorities.

What We Offer You

- Competitive compensation including a variable annual incentive plan
- Participation in a competitive Defined Contribution Pension package

- Comprehensive benefits package (company paid core coverage, health and dental coverage, flex accounts, disability plans and optional insurances)
- Leave for all of life's reasons (vacation, flex, sick, parental)
- Work culture dedicated to safety, diversity & inclusion, and career growth
- Employee Family Assistance Program
- Virtual Healthcare online
- Online training and career development opportunities

Why Sudbury

Greater Sudbury is a vibrant city in northeastern Ontario, renowned for its rich mining history and significant role in Canada's mineral production. The city sits atop one of the world's largest and oldest meteorite impact sites, the Sudbury Basin, which is exceptionally rich in nickel, copper, and other critical minerals that are needed for the green economy. The mining sector is a cornerstone of Sudbury's economy, driving both employment and economic growth, and Vale Base Metals plays a pivotal role in this regard. Our commitment to the community is as deep as our mines.

Include to Transform

At Vale Base Metals, we are committed to ensuring an inclusive work environment where people feel comfortable to be themselves. Vale encourages everyone to express their ideas and opinions and values the plurality of individual profiles. 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 critical to our success. We treat each other fairly and with dignity regardless of race, gender, nationality, ethnic origin, religion, age, sexual orientation, or any other personal consideration that makes us different.

Vale is an equal opportunity employer seeking to increase diversity across our operations and improve equal opportunity at Vale and in the mining industry.

In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

Pay Grade: 17V

Apply by: September 9, 2025

#ValeBaseMetals