

Newmont Mining - SCM Sr. Corporate Contracts and Purchasing Administrator

Description

Founded in 1921 and publicly traded since 1925, Newmont (www.newmont.com) is one of the largest gold companies in the world. Headquartered in Denver, Colorado, the company has approximately 34,000 employees and contractors, with the majority working at Newmont's core operations in the United States, Australia, Peru, Indonesia and Ghana. Newmont is the only gold company listed in the S&P 500 index and in 2007 became the first gold company selected to be part of the Dow Jones Sustainability World Index. Newmont's industry leading performance is reflected through high standards in environmental management, health and safety for its employees and creating value and opportunity for host communities and shareholders.

The purpose of the SCM Senior Corporate Contracts and Purchasing Administrator:

- Support goal to meet and exceed Corporate metrics related to savings and procure-to-pay metrics.
- Facilitate sourcing strategy and activities in Newmont's corporate office in support of Corporate Departments in need of professional services and goods (ex. IT, Human Resources, Office Services) in order to maximize the value derived from indirect spend and meet user's needs.
- Conducts contracts management and contracts administration activities in support of Corporate Departments by preparing and administering contracts on their behalf.

Essential Duties include:

- Facilitate sourcing process for the Corporate office in alignment with global SCM goals and metrics, including savings, cash management, procure-to-pay metrics, and sourcing cycle time.
- Reviewing sourcing pipeline for sourcing opportunities / upcoming sourcing events. Liaise with internal stakeholders to define requirements in order to meet the needs of the company in terms of total cost, quality, service and delivery. Assist Corporate Departments in planning for upcoming purchases.
- Facilitate RFP process to ensure best value based on business needs.
- Conduct market analysis to develop supplier database and sourcing strategy for the bidding process.
- Facilitate the supplier selection process including scorecard development, demo/presentations, in-depth pricing analysis, negotiating and contracting.
- Presentation of sourcing results and getting management contract approval.
- Ensure contracts contain appropriate Service Level Agreements to facilitate effective supplier management.
- Conduct strategic sourcing review for spend categories using cross-functional teams and thereby rationalize supplier base.
- Build strong, value-adding relationships with suppliers, internal customers, and cross-functional departments.
- Complies and communicates the Company's Supply Chain Management processes and policies.
- Ensure contracts comply with domestic and foreign tax language, legal, and insurance requirements and coordinate changes with representatives of these departments.
- Works directly with Newmont's Internal Legal in terms of contracts terms and use of the appropriate Newmont (contracting) legal entity.
- Conducts post award contract administration in terms of preparing and executing change orders, work orders, amendments, correspondence/communications, contractor compliance, and contract close out.
- Continuous improvement and management of training materials using the NEST Support tool.
- Spend analysis and supplier rationalization to consolidate and standardize supplier relationships.
- Develops, maintains and delivers communication plans with key stakeholders and Departments. This includes content ownership within the Supply Chain Portal for all areas represented.

- Document, communicate and promote use of processes and tools; continually refine processes and tools and encourage adoption of best practices.
- Support and proactively drive the company's safety culture by ensuring all suppliers at least comply to the appropriate standards and regulations.
- Mentor and develop Buyers to facilitate sourcing.

Working Conditions

- Work normally requires minimal physical effort.
- Travel to domestic and international locations and sites as required.

Qualifications

- Bachelor's degree in Business Administration or Management is preferred but not required.
- Minimum 5 years experience in Indirects sourcing and contracts administration.
- Experience with sourcing professional services and IT software/hardware.
- Extensive knowledge of strategic sourcing, negotiations.
- Experience with contracts administration for services and goods.
- Strong analytical (including financial) abilities.
- Excellent organizational and project management skills.
- Experience in mining or other relevant industries desired.
- Strong oral and written communication skills; ability to influence others.

To apply directly:

<https://newmont.taleo.net/careersection/newmont+external/jobdetail.ftl?lang=en&job=100225>

Thank you,

Stacy Boase

Talent Acquisition Manager

Newmont Mining

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