

**Purchasing Agent
Competition # MG0021****Closing Date:
Wednesday, October 20th, 2021**

Marathon Gold Corporation (“Marathon” or the “Company”) is engaged in the exploration and development of the Valentine Gold Project (the “Project”) located in the central region of Newfoundland and Labrador. The Project is currently undergoing an environmental assessment with a view to construction commencing in early 2022 and first gold production in 2023. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province.

Marathon is a public corporation (TSX:MOZ) headquartered in Toronto, Ontario with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at www.marathon-gold.com

Marathon is currently inviting applications for a Purchasing Agent to join our growing team as the company transitions to mine construction and ultimately mine operations.

Job Description

Reporting to the Procurement & Contracts Superintendent, the Purchasing Agent is responsible for providing support in purchasing materials, equipment and services for operations and Project implementation, aiming to assure the supply of items for business continuity at the lowest total cost of ownership possible and achieving industry best practice standards of delivery time and quality of products and services.

This position works Monday to Friday from the Grand Falls-Windsor office with ad-hoc travel to the Project site.

Accountabilities/Responsibilities:

- Negotiate, renegotiate, and administer contracts with suppliers, vendors and other representatives.
- Purchase the highest quality materials at the lowest possible cost in correct amounts per specifications and drawings.
- Maintain and review I records of items purchased, costs, deliveries, product performance and inventories.

- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities and the supplier’s reputation and history.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and determine need for changes.
- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services
- Perform other duties as assigned.

Education and Experience

- Undergraduate Degree or College Diploma in Business related discipline.
- SCMP Designation through the Supply Chain Management Association of Canada.
- Certified Professional Purchaser (CPP) certification is an asset.
- Minimum of 3- 5 years’ experience with the procurement of materials and services in an industrial setting (Mining preferred).
- ERP- Experience with Procurement & Inventory Modules.
- A combination of education and experience may be considered.

Skills and Knowledge:

- Excellent communication, analytical and problem-solving skills with high attention to detail.
- Team player with the ability to work independently to meet deadlines, goals and objectives.
- Strong ability to work under pressure and adapt to a fast-paced environment.
- Superior organizational and time management skills.
- Exceptional ability to effectively deal with a variety of stakeholder requests and issues.
- Familiarity with the formation of construction contracts including service and consultant agreements/contracts.
- Demonstrated commitment to ethics and integrity.
- Basic knowledge of all areas of procurement, including procurement execution, estimating, expediting, offsite supplier quality and site purchasing.

- Ability to manage and administer pre and post award construction contracts.
- Proficient in the use of MS Office Suite (Word, Excel, PowerPoint).
- ERP- Procurement & Inventory Modules.
- A valid driver's license and drivers abstract required.

Marathon is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees.

Marathon reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Marathon will review all applications; however, we will only contact those candidates who best fit the requirements.

Interested applicants are encouraged to submit their application via email to careers@marathon-gold.com referencing competition # MG0021.

Deadline to apply: Wednesday, October 20th, 2021