



## **About Marathon Gold**

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. Early works started in October 2022 and construction commencing in January 2023 with the first gold production at the end of 2024. 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](http://www.marathon-gold.com)

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

## **Contracts Technician Competition # MG0088**

Reporting to the Contracts Manager, the Contracts Technician will provide administrative support to the contracts department to ensure the day-to-day administrative needs of the team are met through effective communication with employees at all levels of the organization.

In addition, the Contracts Technician, in support of the team, will effectively communicate with external parties throughout all of the phases of Contract/Project lifecycles.

This position works Monday to Friday from the Grand Falls-Windsor office.

### **Accountabilities/Responsibilities:**

- Create, implement, and maintain tracking systems and ensure signing authorities are adhered to for commitments.
- Prepare and draft correspondence, assist in presentation preparation, assemble reports and materials in advance of daily, weekly, and monthly reporting periods.
- Conduct and assist with Contract formation activities.
- Attend meetings with Contractors and create/distribute minutes of meeting.
- Receive, record and file Contract documents and other correspondence.
- Data entry (Excel/SAP).
- Validation of invoicing for accuracy (i.e. rates/timesheets/materials, etc.).
- Preparation of Contract Change Orders and Amendments.
- Development of bid lists & evaluation of bidder qualifications.
- Perform a wide variety of general administrative duties as required.
- Maintain contract file information and/or enter contract data into contract management database.
- Maintain accurate and current contract information.
- Preparation of documents contract execution in accordance with agency policy and procedure and coordinates the logistics of routing contracts for signature with contractors.

- Promoting and providing a safe workplace and ensuring proper and immediate corrective action is taken as required.
- Perform other related duties as assigned.

#### **Education and Experience:**

- A Degree or Diploma in Business Administration.
- A minimum of 1 years' experience in contracts and/or administrative role.
- Experience working in a project environment.
- Experience working in Supply Chain Management is considered an asset.

#### **Skills and Knowledge:**

- Knowledge of Excel and experience in the creation/population/management of templates, logs.
- Knowledge of PowerPoint and experience in the creation of presentations.
- Knowledge of Word and experience in creating, editing, formatting of documents.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent interpersonal and communication skills (both written and verbal).
- Strong computer skills, proficient in MS Office applications.
- Ability to exercise appropriate levels of discretion and confidentiality.
- SAP experience is considered an asset.
- A valid driver's license and driver's abstract required.

#### **What We Offer You:**

- Competitive salary and incentive plan.
- Attractive benefits (company paid core coverage, health and dental coverage, disability plans, and Employee Family Assistance Program).
- Leave (vacation, sick, top up for maternity).
- An opportunity to build the largest gold mine in Atlantic Canada with a dynamic team.

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](mailto:careers@marathon-gold.com) referencing **competition # MG0088**.

**Deadline to apply: Sunday, February 26, 2023.**