

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 **Contract Specialist** to join our **Contract Management** team in Sudbury. This is a permanent position covered under the Collective Agreement between Vale and the Local 2020-05 United Steelworkers. This position is for an existing vacancy.

As a Contract Specialist, you will manage the full contract lifecycle, including scope development, contract strategy, demand planning, market analysis, administration, and vendor performance management. You'll act as a key liaison between operations and service providers, providing guidance and mentoring to stakeholders. This role also serves as the primary point of contact for cross-functional teams (HSE, Finance, Engineering, Legal) and ensures governance and oversight of contract activities.

Additionally, in this position you will:

- Provide contract management support across business, ensuring compliance with corporate policies, procurement standards, and Vale's ethics and values.
- Develop and recommend category, scope, and commercial strategies; lead scope creation, demand forecasting, and market analysis to drive innovation and efficiency.
- Administer contracts throughout their lifecycle, including KPI development, performance monitoring, and corrective action planning for safety, cost, schedule, and quality.
- Lead vendor interactions—site visits, RFP responses, technical evaluations, and total cost of ownership analysis—while fostering strong internal and external relationships.
- Coach and support plant representatives on contract administration, compliance, and cost-effective solutions; resolve contractual or performance issues as needed.
- Maintain governance and oversight for contract planning, execution, and closeout; identify lessons learned, mitigate risk exposure, and support claim management.

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, personal, 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

About You

Education:

- Bachelor's degree in business, Legal, Commerce or Engineering is preferred.
- Diploma in Engineering Technology is also desirable.

Experience:

- The ideal candidate will have 5-8 years progressive experience in contract management, project management, and/or contract administration/procurement roles.

Skills:

- Proficiency with Microsoft Office products including Word, Outlook and Project; advanced knowledge of Excel is required. Working knowledge of SAP is required. Knowledge of other ERP systems and PowerBI is an asset.
- Comprehensive understanding of business systems including Procurement, Project Management, Finance, Safety, and Operations and Maintenance. Understanding of contract law. Expert knowledge of entire contract management cycles, including administration and resolution of cost claims.
- Proficient use of spreadsheets, analysis and interpretation of statistical data. Understanding and application of mathematical concepts.
- Excellent communication skills / demonstrated skills in time management and in conflict management. Ability to work in high paced environment with competing demands and priorities.

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.

Employees engaged by the Company must be lawfully able to work for the Company in the country where the role is located. The Company does not provide immigration, work permit, or permanent residence sponsorship or assistance.

Vale uses artificial intelligence to screen, assess, and/or select applicants for this position.

Pay Grade: J

Minimum Starting Salary: \$88,530.52

Apply by: April 3, 2026

#ValeBaseMetals