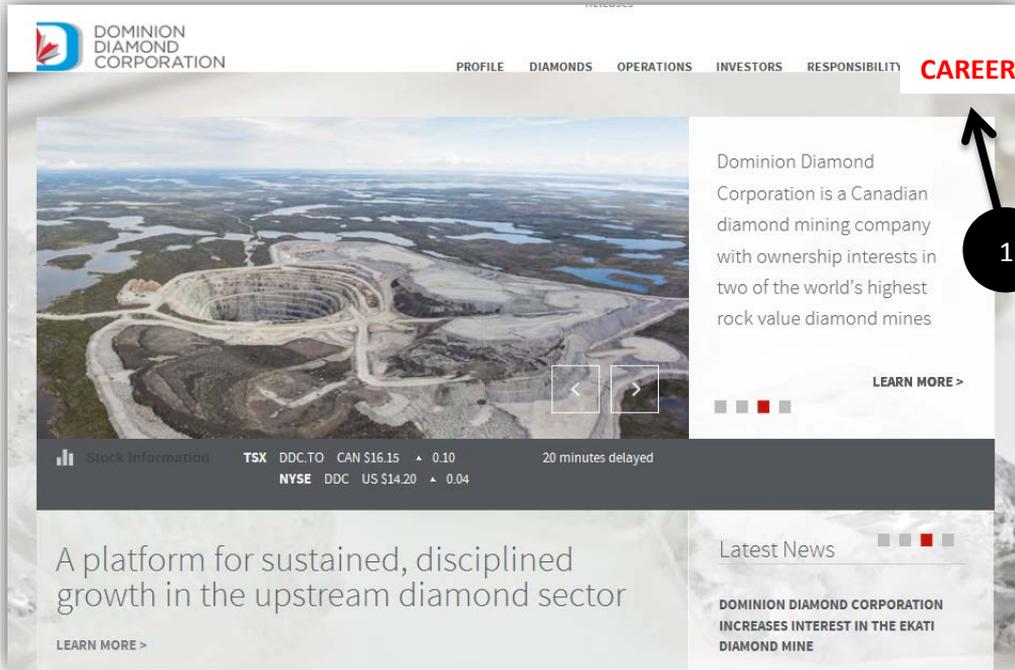


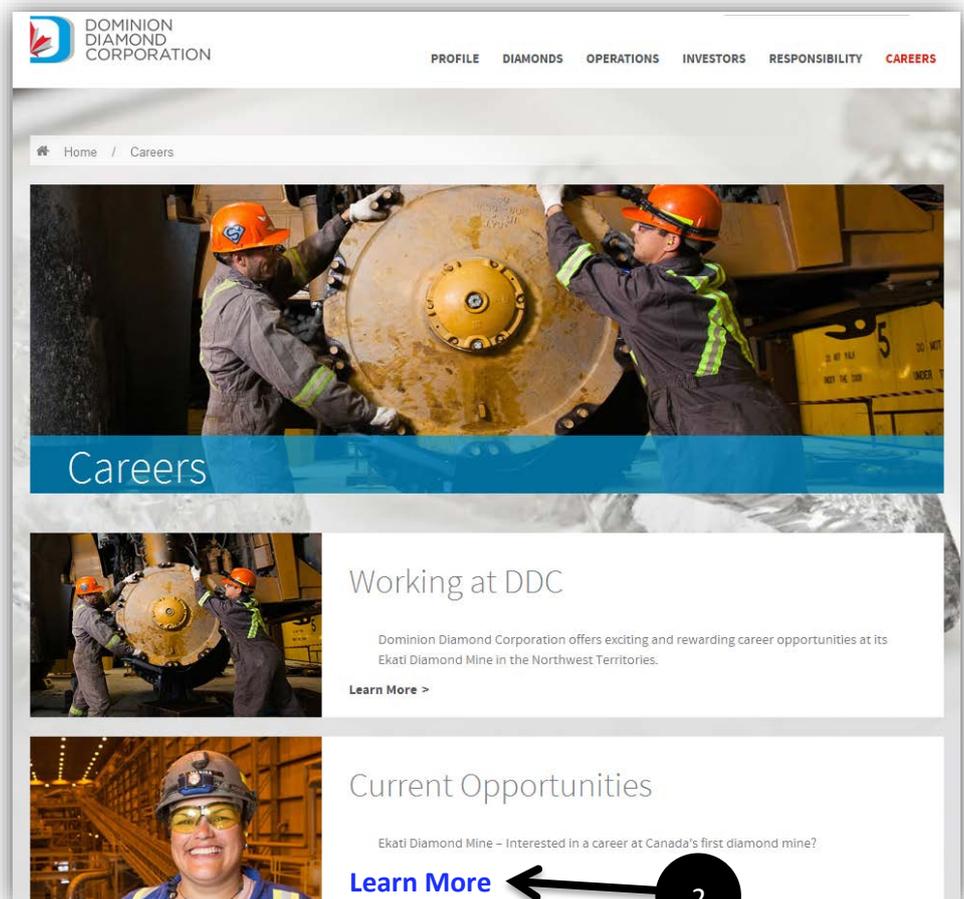
How to Apply Online

Applying for Employment with Dominion Diamond Ekati Corporation. Here are the steps to applying online by going to our website www.ddcorp.ca

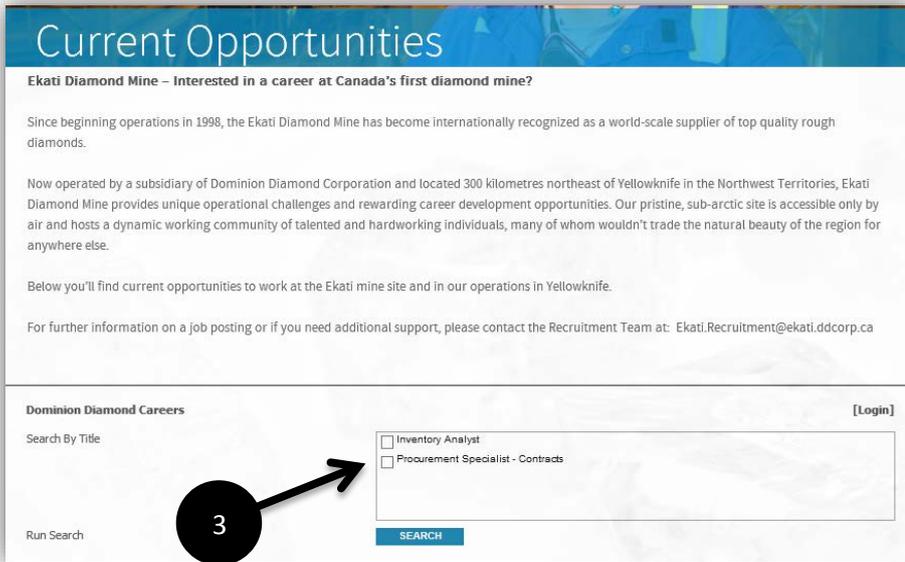


Step 1: When you arrive at website, click the top right corner on the table labelled **"CAREERS"**.

Step 2: Once you arrived at the Careers page find the box that is labelled Current Opportunities, and click on the **Learn More >**.



How to Apply Online



Current Opportunities

Ekati Diamond Mine – Interested in a career at Canada’s first diamond mine?

Since beginning operations in 1998, the Ekati Diamond Mine has become internationally recognized as a world-scale supplier of top quality rough diamonds.

Now operated by a subsidiary of Dominion Diamond Corporation and located 300 kilometres northeast of Yellowknife in the Northwest Territories, Ekati Diamond Mine provides unique operational challenges and rewarding career development opportunities. Our pristine, sub-arctic site is accessible only by air and hosts a dynamic working community of talented and hardworking individuals, many of whom wouldn’t trade the natural beauty of the region for anywhere else.

Below you’ll find current opportunities to work at the Ekati mine site and in our operations in Yellowknife.

For further information on a job posting or if you need additional support, please contact the Recruitment Team at: Ekati.Recruitment@ekati.ddcorp.ca

Dominion Diamond Careers [Login]

Search By Title

Run Search

Inventory Analyst
 Procurement Specialist - Contracts

SEARCH

Step 3: You now see a current list of all the jobs currently available at Dominion Diamond Ekati Corporation. Once you choose the job you would like to apply for, click the apply button on the right side of the position. When you click “**Search**” a new window will appear. If you have already created a user ID you can enter and continue click **Login**.

Step 4: This window will give the position title highlighted in blue. Click the position for detail of the position.



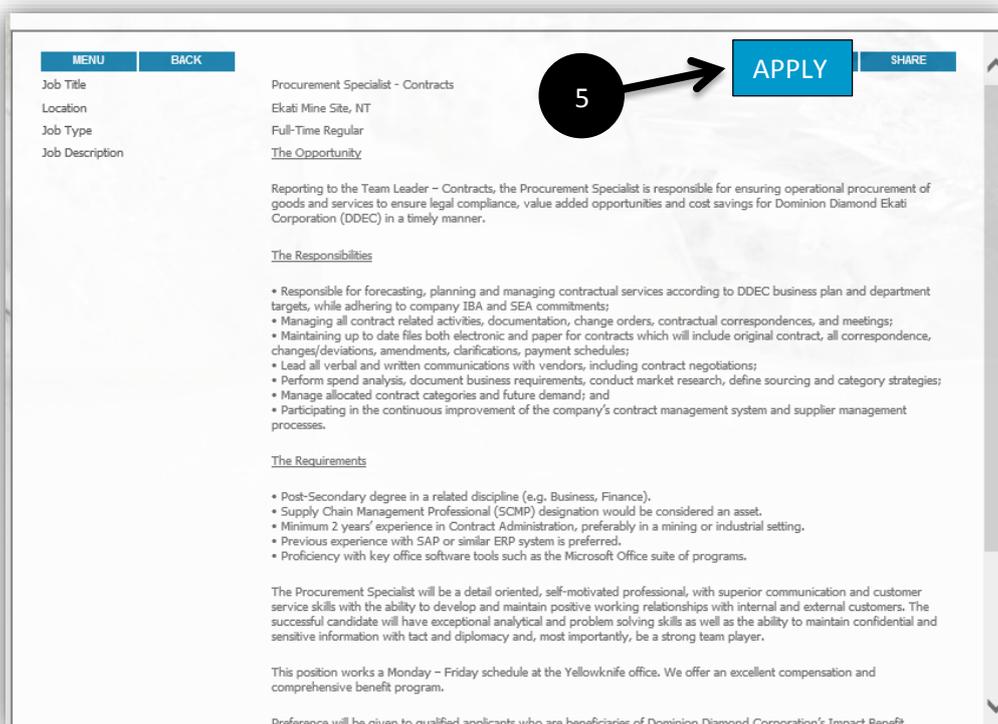
MENU Search Results- Record 1-1 of 1

Job Title City/State

Procurement Specialist - Contracts Ekati Mine Site NT

Sort By: Job Title Asc

R5\$



MENU **BACK**

Job Title **Procurement Specialist - Contracts** **APPLY** **SHARE**

Location Ekati Mine Site, NT

Job Type Full-Time Regular

Job Description [The Opportunity](#)

Reporting to the Team Leader – Contracts, the Procurement Specialist is responsible for ensuring operational procurement of goods and services to ensure legal compliance, value added opportunities and cost savings for Dominion Diamond Ekati Corporation (DDEC) in a timely manner.

The Responsibilities

- Responsible for forecasting, planning and managing contractual services according to DDEC business plan and department targets, while adhering to company IBA and SEA commitments;
- Managing all contract related activities, documentation, change orders, contractual correspondences, and meetings;
- Maintaining up to date files both electronic and paper for contracts which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules;
- Lead all verbal and written communications with vendors, including contract negotiations;
- Perform spend analysis, document business requirements, conduct market research, define sourcing and category strategies;
- Manage allocated contract categories and future demand; and
- Participating in the continuous improvement of the company’s contract management system and supplier management processes.

The Requirements

- Post-Secondary degree in a related discipline (e.g. Business, Finance).
- Supply Chain Management Professional (SCMP) designation would be considered an asset.
- Minimum 2 years’ experience in Contract Administration, preferably in a mining or industrial setting.
- Previous experience with SAP or similar ERP system is preferred.
- Proficiency with key office software tools such as the Microsoft Office suite of programs.

The Procurement Specialist will be a detail oriented, self-motivated professional, with superior communication and customer service skills with the ability to develop and maintain positive working relationships with internal and external customers. The successful candidate will have exceptional analytical and problem solving skills as well as the ability to maintain confidential and sensitive information with tact and diplomacy and, most importantly, be a strong team player.

This position works a Monday – Friday schedule at the Yellowknife office. We offer an excellent compensation and comprehensive benefit program.

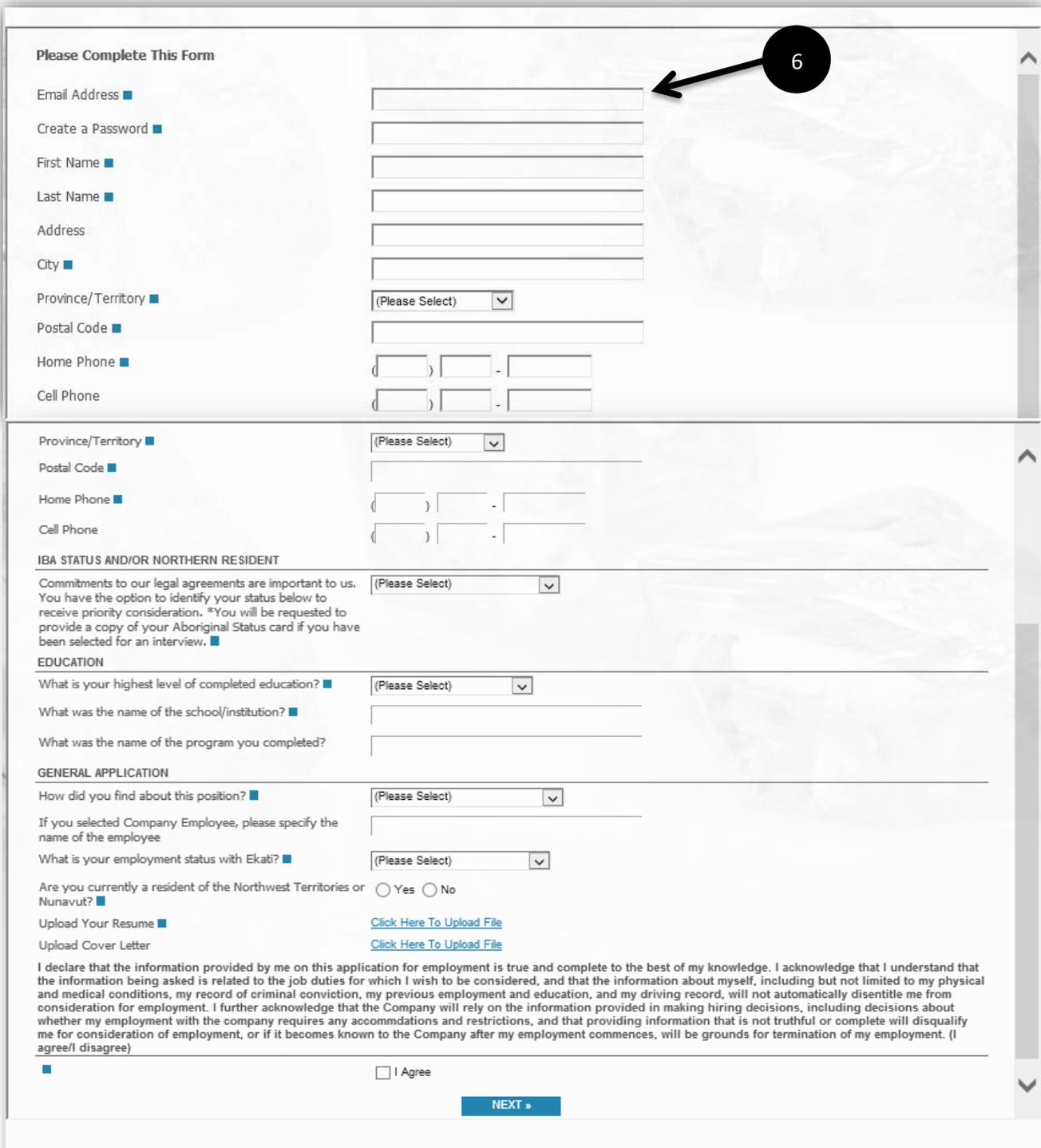
Preference will be given to qualified applicants who are beneficiaries of Dominion Diamond Corporation’s Impact Benefit

Step 5: Here you will see the description of the job, the requirements and the closing date.

For the online application process you are required **to create a user ID and password**. To begin this process click “**Apply**”.

Step 6: Please enter and complete this form with your email address, create a password, first name, last name, and all the areas with “■”. Here you will attach your Resume and Cover Letter.

You must have an email address to complete this process, and create your password, it **should** contain 8 characters and have a least 1 letter, and 1 number. Once you have completed and entered all your information, please click the “Next” button (below).



Please Complete This Form

Email Address ■

Create a Password ■

First Name ■

Last Name ■

Address

City ■

Province/Territory ■

Postal Code ■

Home Phone ■

Cell Phone

Province/Territory ■

Postal Code ■

Home Phone ■

Cell Phone

IBA STATUS AND/OR NORTHERN RESIDENT

Commitments to our legal agreements are important to us. You have the option to identify your status below to receive priority consideration. *You will be requested to provide a copy of your Aboriginal Status card if you have been selected for an interview. ■

EDUCATION

What is your highest level of completed education? ■

What was the name of the school/institution? ■

What was the name of the program you completed?

GENERAL APPLICATION

How did you find about this position? ■

If you selected Company Employee, please specify the name of the employee

What is your employment status with Ekati? ■

Are you currently a resident of the Northwest Territories or Nunavut? ■ Yes No

Upload Your Resume ■ [Click Here To Upload File](#)

Upload Cover Letter [Click Here To Upload File](#)

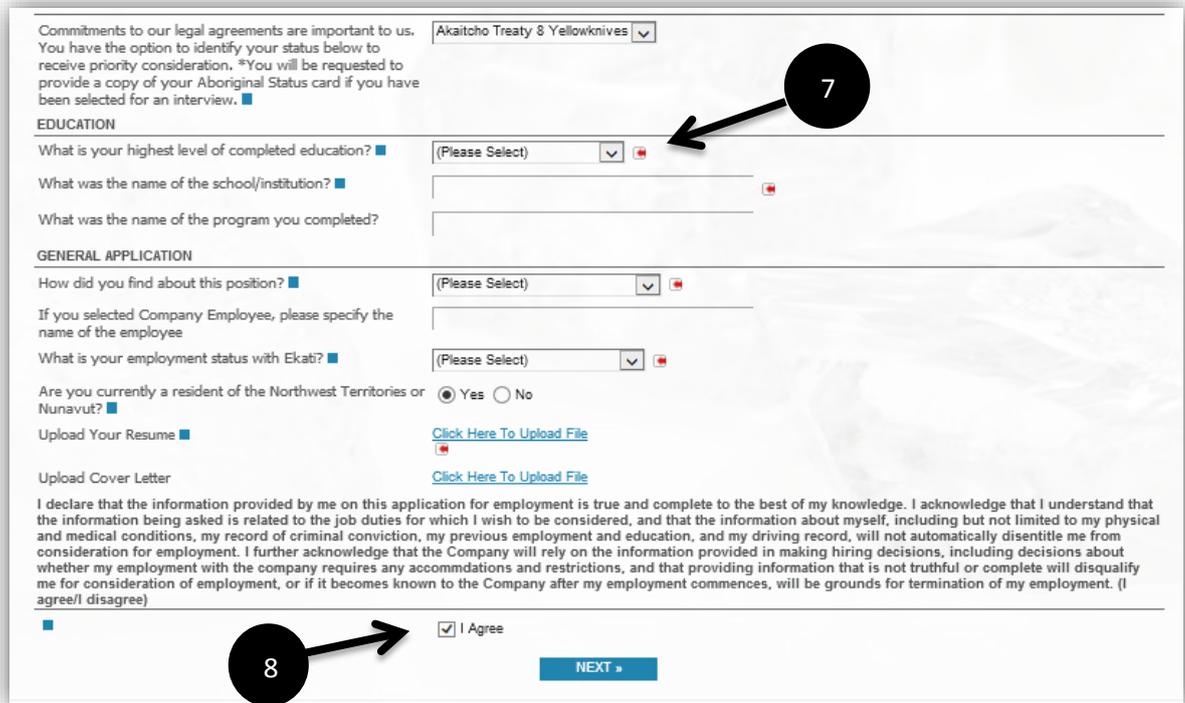
I declare that the information provided by me on this application for employment is true and complete to the best of my knowledge. I acknowledge that I understand that the information being asked is related to the job duties for which I wish to be considered, and that the information about myself, including but not limited to my physical and medical conditions, my record of criminal conviction, my previous employment and education, and my driving record, will not automatically disentitle me from consideration for employment. I further acknowledge that the Company will rely on the information provided in making hiring decisions, including decisions about whether my employment with the company requires any accommodations and restrictions, and that providing information that is not truthful or complete will disqualify me for consideration of employment, or if it becomes known to the Company after my employment commences, will be grounds for termination of my employment. (I agree/I disagree)

I Agree

NEXT »

How to Apply Online

Step 7: If not completed properly, it will return to with “”. Make sure you attach your resume (from your USB or a copy saved on your computer), “Click Here to Upload File”, and same with Cover Letter.



Commitments to our legal agreements are important to us. You have the option to identify your status below to receive priority consideration. *You will be requested to provide a copy of your Aboriginal Status card if you have been selected for an interview. ■

Akaiicho Treaty & Yellowknives ▾

EDUCATION

What is your highest level of completed education? ■ (Please Select) ▾  **7** →

What was the name of the school/institution? ■ 

What was the name of the program you completed? 

GENERAL APPLICATION

How did you find about this position? ■ (Please Select) ▾ 

If you selected Company Employee, please specify the name of the employee 

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Upload Your Resume ■ [Click Here To Upload File](#) 

Upload Cover Letter [Click Here To Upload File](#) 

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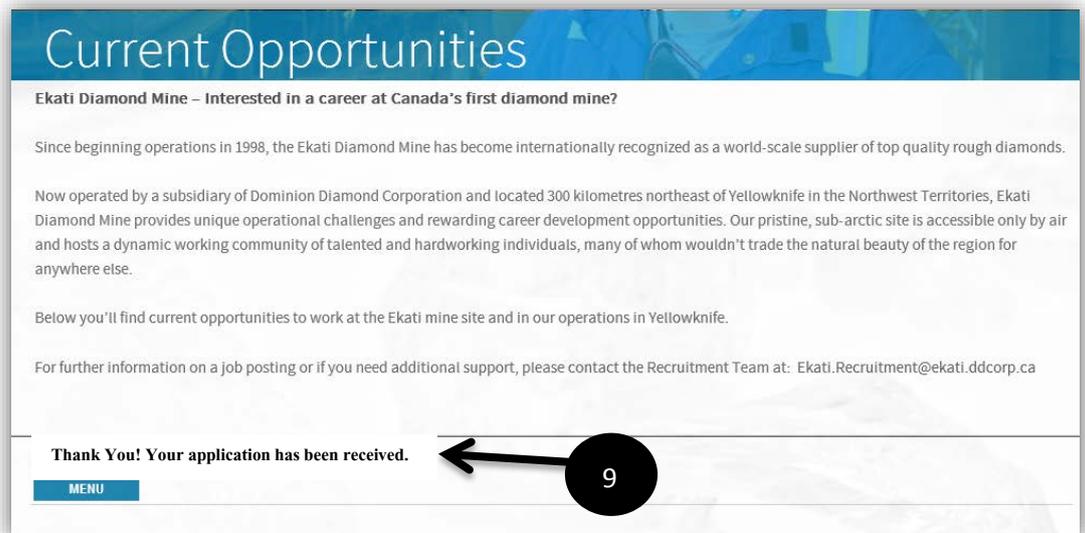
■ I Agree **8** →

NEXT ▶

Step 8:

Please review the declaration information, and agreed, then click “I Agree”. Once all the information is completed, please click “Next”.

Step 9: You have now successfully applied for a job with Dominion Diamond Corporation. You will receive an auto-generated email confirming your application.



Current Opportunities

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Thank You! Your application has been received. ← **9**

MENU

Dominion Diamond Ekati Corporation (DDEC)
1102 4920 52nd Street, Yellowknife NT, X1A 3T1, Canada