



## **Intermediate Document Controller**

**Report to:** Manager Technical Services

**Department:** Health and Safety

**Location:** Santa Cruz Copper Project

### **About Ivanhoe Electric Inc.**

We are a United States-domiciled minerals exploration company with a focus on developing mines from mineral deposits principally located in the United States. We seek to support American supply chain independence by finding and delivering copper and other critical metals vital to advanced manufacturing, infrastructure development, technology, and national security. We use our powerful Typhoon™ geophysical surveying system, together with advanced data analytics provided by our 94.3% owned subsidiary, Computational Geosciences Inc. ("CGI"), to accelerate and de-risk the mineral exploration process as we seek to discover new deposits of critical metals that may otherwise be undetectable by traditional exploration technologies. We believe the United States is significantly underexplored and has the potential to yield major new discoveries of critical metals. Our mineral exploration efforts focus on copper and other metals, including nickel, cobalt, platinum group elements, gold, and silver. Through the advancement of our portfolio of critical metals exploration projects, headlined by the Santa Cruz Copper Project in Arizona, we intend to contribute to domestic supply by developing resources that support industrial and strategic sectors. We also operate a 50/50 joint venture with Saudi Arabian Mining Company ("Maaden") to explore for minerals on ~48,500 km<sup>2</sup> of underexplored Arabian Shield in Saudi Arabia. Finally, in 2024, we established an exploration alliance with BHP Mineral Resources Inc. ("BHP"), a subsidiary of BHP Group Limited, to search for critical minerals in the United States.

### **Duties and Responsibilities:**

- Ivanhoe Electric Inc. is committed to a strong Health, Safety, and Environmental (HSE) Program that protects the persons, property, and environment within our care from incidents. We believe that all incidents are preventable. Management, contractors, and all employees are collectively responsible for ensuring compliance with local government, occupational health, safety, and environmental regulations. Responsible for upholding and demonstrating the importance of the use and maintenance of Ivanhoe Electric's cloud-based, digitized, and centralized health and safety systems.
- Working in a healthy and safe manner at all times and setting an example for others, in doing so:
  - Supports all functions in the development of appropriate safety policies, protocols, standard operating procedures (SOP), and job hazard assessments (JHA).
  - Maintains work areas and equipment, including personal protective equipment (PPE), in a neat and tidy condition and in good working order.
  - Wears PPE appropriate for the nature of work being performed at all times.

- Attends daily toolbox meetings, health and safety, and operational planning sessions with site management.
- Supports appropriate health and safety personnel in the development of policies and procedures.
- Acts as a representative of the company as necessary or appropriate for any relevant agency inspections and interactions.

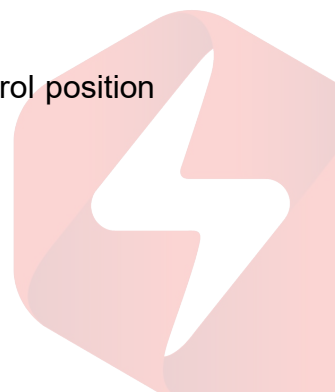
### **Duties**

The duties of the Intermediate Document Controller will include, but not be limited to, the following:

- Administering formal document transmittals (incoming and outgoing), ensuring completeness, correct status, distribution, and auditability in line with SCP transmittal procedures.
- Processing document number requests, both internal and contractor.
- Processing document and information requests, both internal and contractor.
- Uploading, indexing, and maintaining electronic project documentation in the Document Management System (DMS), including accurate metadata population.
- Supporting control of document status and lifecycle (e.g., Issued for Review (IFR), Issued for Information (IFI), Issued for Construction (IFC), As-Built), including correct status assignment, revision control, and superseding/voiding in accordance with SCP document control procedures.
- Assisting with reconciliation of audit / clean up / maintenance of the technical and internal libraries: primarily in ensuring metadata is correct, proper revisioning, and superseding/voiding of appropriate revisions are being followed.
- Supporting document control audits, readiness reviews, and compliance checks, including responding to audit queries and supporting corrective actions related to document control.
- Supporting the onsite project team with their questions on document control processes/procedures, basic SharePoint functions/tasks, status of requests, or pending tasks.
- Working with the Document Control Manager and the onsite project team, assist with coordinating/facilitating the construction and quality records turnover from contractors.
- Supporting construction execution by ensuring current, approved documents are available to site teams, and that obsolete or superseded documents are removed from active use.
- Should the project decide to make use of a hard copy (paper) reference library: Provide support in filing of and locating documentation, receive, track, and file any hard copy (paper) turnover records from construction contractors.
- This role does not approve technical content and operates only in a processing and control capacity, in accordance with the delegated document control authority.

### **Skills and Experience Required:**

- Minimum three to five years of experience working in a document control position on a major capital project.



- High School diploma or equivalent, but any additional certification in Administration, Records Management, or Data Entry would be an appreciated asset.
- Experience working with an Engineering Document Management System (EDMS), with preference given to those who have used SharePoint.
- Experience supporting construction or commissioning document control on active sites would be considered an asset.
- Experience in handling engineering/vendor documents and drawings.
- Additional experience in managing/filing project turnover documentation and/or construction deliverables (redlines, walkdown summaries, tailgate/meeting minutes) would be an asset.
- Attention to detail, understanding, and following and enforcing document control processes and procedures.
- Ability to prioritize tasks and requests in order to meet project schedule and deadlines.
- Fluent in reading/writing English with strong communication skills, both written and verbal.

**Diversity Statements:**

Ivanhoe Electric is an equal opportunity employer that recognizes the value of a diverse workforce. All suitably qualified applicants will receive consideration for employment on the basis of objective criteria and without regard to the following (which is a non-exhaustive list): race, color, age, religion, gender, national origin, disability, sexual orientation, gender identity, or other characteristics in accordance with the relevant governing laws.

The Company offers a professional and entrepreneurial office environment and the opportunity to work and grow with talented colleagues. The Company offers competitive compensation and an employee benefits package. Please forward your resume, cover letter with salary expectations, and references to Human Resources at [humanresources@ivanhoeelectric.com](mailto:humanresources@ivanhoeelectric.com).

