



Senior Contracts Specialist

Report to: Procurement Manager

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 with 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 km² 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.

Summary of Primary Functions

The Senior Contracts Specialist will provide comprehensive expertise in contract management throughout the project lifecycle. This includes tasks such as contract formation, negotiation, administration, performance monitoring, and close-out, all aimed at ensuring contractual compliance and effective risk management.

The role is responsible for driving the consistent application of contracting standards and commercial controls across engineering, procurement, construction, and operations. This alignment is crucial for safeguarding project interests while optimizing value, and it must adhere to the project's schedule, scope, cost, quality, risk, and compliance requirements.

The Senior Contracts Specialist works closely with teams across construction, engineering, procurement, finance, and legal, as well as external contractors and suppliers. Their objective is to ensure that all contracts are well-structured, properly administered, and enforced throughout the project's duration, ultimately supporting successful commercial outcomes for the Santa Cruz Copper Project.

Duties and Responsibilities:**Contract Development & Negotiation**

- Support the development of contracting strategies and processes to improve process flow and visibility.
- Prepare commercial and contractual documentation for RFQs, RFPs, and tenders.
- Prepare, review, and negotiate contract templates, amendments, and change orders for construction, services, and supply agreements.
- Consult with legal counsel regarding contract compliance and enforceability.
- Work closely with Procurement and Project Control to ensure deliverables and milestones are captured on Purchase Orders and Project Controls, for performance management and cost controls, on commercial package agreements.

Contract Administration

- Administer contracts from award through close-out in accordance with project procedures.
- Maintain contract records, correspondence, and change registers.
- Ensure compliance with contract terms, including scope, schedule, and commercial provisions.
- Support contractor kick-off meetings and ongoing performance reviews.
- Review and validate contractor invoices and progress claims for contractual entitlement.

Commercial Risk & Claims Management

- Identify and assess contractual and commercial risks.
- Support evaluation and response to contractor claims and variations.
- Prepare commercial analyses and negotiation strategies for management review.
- Assist with dispute resolution in coordination with legal and project controls teams.
- Ensure contractual notices and entitlements are managed in accordance with contract requirements.

Reporting & Controls

- Prepare regular contract status and risk reports for project leadership.
- Provide commercial input into forecasting, change management, and risk management processes.
- Track contract commitments and variations to support cost control and reporting.
- Filing of contracts and agreements, with supporting documents, into the Document Management System, for visibility, reference, and controlled management of

Governance & Continuous Improvement

- Ensure contracting activities comply with company policies, governance, and regulatory requirements.
- Contribute to the improvement of contract templates, procedures, and commercial controls.
- Provide guidance to co-workers as required.



Health & Safety

- 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.
- Always working in a healthy and safe manner and setting an example for others, in doing so:
 - Supports all functions in participating in the review and use 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 always performed.
 - 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.

Qualifications:

- Bachelor's degree in business, Engineering, Supply Chain Management, or related discipline; bachelor's degree in Pre-Law considered an asset.
- Minimum 7–10 years of experience in contracts, commercial, or procurement roles within mining, underground construction, or heavy industrial projects.
- Experience with complex construction and services contracts.
- Knowledge of contract law fundamentals, commercial risk management, and commercial insurance policies.
- Experience with SharePoint contract management system and MS Office applications.
- Strong analytical, negotiation, and communication skills.
- Ability to work effectively in a project-based and site-oriented environment.
- Detail-oriented, with solid task and time management efficiency, for process and document controls.
- Organized ability to prioritize tasks and time management.



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.

