



JOB POSTING

POSITION TITLE: ADMIN & EVENT COORDINATOR

ABOUT THE COMPANY: Centerra is a Canadian-based gold mining and exploration company, with its headquarters located in Toronto, Canada, engaged in the operation, exploration, development and acquisition of gold properties in North America, Asia, and other markets worldwide.

Centerra Services is a regional office based out of Prince George, BC, which primarily services the three mining operations in Northern British Columbia region.

POSITION SCOPE:

The position reports to and works under the direction and management of the Manager, Sustainability, and will work closely with other teams in the Centerra Gold Business Support Centre as well as the leaderships teams at Mount Milligan, Endako and Kemess.

In accordance with Company protocols and policies, the Administration & Event Coordinator, Sustainability will manage the various administration duties related to Centerra Gold's community relations activities in British Columbia, including assisting with meeting and event coordination. This includes coordinating and, when needed, assisting with visits by local community members and Indigenous groups to the Company's project and operating sites in British Columbia.

The role is primarily based out of the Prince George Office, working Monday to Friday, with frequent travel to Mount Milligan mine, Endako mine and the Kemess sites as well as regional communities.

RESPONSIBILITIES:

- Support the coordination of the Company's community engagement, training and/or investment programs in British Columbia
- Perform various administration functions for the Sustainability team including communicating with external stakeholders and Indigenous groups on Company activities, coordinating conference and event participation on behalf of the Company, and performing various office administration functions.
- Coordinate, attend and prepare meeting notes for Company meetings with external parties.
- Coordinate Company events, including community meetings, open houses, trade shows, workshops, careers fairs etc., and participate in external events and conferences on behalf of the Company, when required.

- Manage record-keeping for stakeholder and Indigenous consultation activities on behalf of the Company, including populating consultation databases.
- Act as an internal ambassador for the Sustainability team within the Company's BC offices and sites, including providing updates on programs and activities to employees at meetings, toolboxes, lunch and learns etc., as required.
- Draft and update communication materials for internal and external purposes.
- Establish and maintain positive external relationships with individuals, businesses, governments and community-based organizations.
- Coordinate and, when required, participate in site visits and tours of Mount Milligan, Endako and Kemess for government, Indigenous groups and/or community members.
- Perform other duties as assigned by the Manager, Sustainability with integrity, competence and with a sense of urgency.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum of 5 years of experience in office administration or project management.
- Demonstrated experience planning and executing events.
- Experienced in organizing and prioritizing objectives and working in a fast-paced environment.
- Proficiency with use of Outlook, Word processing, Excel and other spreadsheet and database programs, and presentation software.
- Demonstrate excellent project management, administration, and interpersonal skills.
- Ability to work effectively in a team environment and collaborate with internal and external stakeholders.
- Strong writing and communication skills.
- Ability to establish and maintain positive and effective working relationships and to adapt quickly to solve problems in a collaborative manner.
- Possess an eye for detail and strong organizational skills, particularly handling and prioritizing multiple assignments and projects.
- Ability to communicate with internal and external constituencies in a professional manner, including articulating the Company's message with clarity and enthusiasm.
- Able to work outside of normal work hours, which may include evenings, holidays and weekends.

COMPENSATION:

A competitive salary, performance bonus plan, and benefits, will be provided.

HOW TO APPLY:

To apply, please visit our website at www.centerragold.com/careers to access our online application system.