



MOUNTMILLIGAN

TECHNICIAN: Administrator, HR Data Entry Clerk (Term Position)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide administrative assistance to the HR Training Department with:

- data entry
- filing (electronic and hardcopy)
- writing of letters
- document control
- other office-related duties

MINIMUM QUALIFICATIONS:

- Completion of year 12 Secondary education (Required)
- Good Communication Verbal & Written Skills
- Knowledge of MS Office Products
- Technical Knowledge

WORK SCHEDULE:

- Term Position will end on December 31, 2019.
- This position will be based at the mine site, 4 days working and 3 days off, Mondays to Thursdays. 10 hours per day from 6:30 am – 4:30 pm.
- This position will be required to live in onsite camp accommodations while on shift.

CLOSING DATE:

- Friday, August 23, 2019

The Company is committed to high quality of safety, environmental, and continuous improvement practices.

This position offers a competitive salary in line with qualifications and experience.

We thank all interested candidates, although only those selected for an interview will be contacted.

Send Resumes to: tatiana.sumina@centerragold.com

centerragOLD

