



## Administrator, Mine Maintenance

Reference No.	2021-1881
Date Posted	9/17/2021
Location	Mount Milligan, BC, Canada
Position Type	Fulltime

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### POSITION OVERVIEW:

This position will report to the Manager, Mine Maintenance and Executive Assistant and will be responsible for providing clerical and administrative support to the Mine Maintenance team.

### RESPONSIBILITIES:

- Track and report maintenance related data and maintain various databases
- Maintain equipment availability forms
- Assist with basic payroll and time & attendance activities
- Maintain training and Learning Management System records
- Attend meetings and prepare related documents, including meeting minutes
- Develop and maintain filing systems
- Review work requests daily, create work orders as needed
- Assist with warranty management
- Track equipment maintenance schedules
- Other duties as required by the Maintenance and Maintenance Planning Departments

### QUALIFICATIONS:

- Proficient with Microsoft Outlook, Word, and Excel
- Excellent organizational skills with a high degree of accuracy
- Proven ability to work under pressure and multi-task
- Able to prioritize jobs, able to handle interruptions on a regular basis
- Excellent verbal and written communication skills
- Innovative thinking and strong interpersonal skills
- Good work ethic, self-starter, and high-performance attitude
- Strong ability to build relationships and work effectively with others at all levels of the organization

### ADDITIONAL INFORMATION:

- The role is located at the Mount Milligan Mine, which is approximately 155 kilometers northwest of Prince George, British Columbia.
- Bus transportation to and from site is provided free of charge from several locations within the region. Employees accessing the site from outside the region are eligible to receive a tax-free travel allowance commensurate with the distance they are required to travel.
- The ideal candidate for the role will work a rotation of four days on three days off, 10 hours days.
- Candidates must be able to maintain high levels of performance for extended shifts.
- Mount Milligan promotes a drug and alcohol-free workplace and has adopted a zero-tolerance policy with respect to alcohol or unauthorized drugs on site.

### WHAT CAN WE OFFER?

- An industry competitive salary that is commensurate with experiences, qualifications, and skills.
- Tax-free travel allowance for those living outside the region.

- Comfortable camp accommodations, each room having a private washroom, TV and wifi. The camp is complete with a gymnasium and other recreational activities.
- Extended health, dental and travel benefits, including life insurance.
- Employee and family assistance program.

Apply to this job at: <http://tcm.jobis.ca/NHr>

