



Administrator, Mill Maintenance

Reference No. 2021-1896
Date Posted 9/29/2021
Location
Position Type Fulltime

Reporting to the Mill Maintenance Superintendent, the Mill Maintenance Administrator will be responsible for providing a variety of administrative duties to support the Mill Maintenance Department.

RESPONSIBILITIES:

- Track and report maintenance related data and maintain various databases
- Assist with basic payroll, time and attendance, and vacation tracking
- Maintain training and Learning Management System records
- Attend meetings and prepare related documents, including meeting minutes
- Develop and maintain filing systems
- Other duties as required by the Mill Maintenance Department

SKILLS / EXPERIENCE:

- 4-5 years' experience in a fast-paced office environment
- Proficient with Microsoft Office products ie. Word, Excel and Outlook
- Excellent organization skills with a high degree of accuracy
- Proven ability to work under pressure and multi-task
- Willing to work with a variety of personalities within a culturally-diverse environment
- Excellent communication skills (written, verbal, listening)
- Innovative thinking and problem-solving skills
- Good work ethic, self-starter, desire to develop professional skills
- Ability to build relationships and work effectively with others at all levels of the organization

WORK SCHEDULE:

- This position is based at the mine site, on 10 hour shifts per day, 4 days working (Monday-Thursday) and 3 days off, but may be subject to change.

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.

The Company is committed to high quality safety, environmental and continuous improvement practices, and applicants should be able to demonstrate shared values in these areas.

Please apply online at centerragold.com/careers.

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

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

