

ACCOUNTS PAYABLE ASSISTANT

The Red Chris mine is recruiting Accounts Payable Assistants to join our Finance Team. The positions are for work at the remote Red Chris mine located 80 km south of Dease Lake, BC, in Tahltan traditional territory. The successful applicant will be required to work and stay in camp during their shift rotation. We offer a number of designated flight marshalling points within BC. Qualified applicants from the local communities are encouraged to apply. This is an 18 month developmental role, after which the incumbent will be encouraged to apply for other administrative roles within the Red Chris Mine.

RESPONSIBILITIES

Reporting to the rotation Accounts Payable Professional, the Accounts Payable Assistant will:

- Maintain accounts payable records
- Comprising data inputs
- Document attachments and vendor reconciliations

QUALIFICATIONS, EXPERIENCE & ATTRIBUTES

- Minimum high school grade 12 completion
- Some exposure or experience with MS Office applications [MS Excel, MS Outlook, MS Word] an advantage
- Ability to work with a high degree of accuracy, as well as within a team environment
- Ability to learn from experiences, problem solve, multi-task while being an active team player
- Willingness to learn all aspects of Accounts Payable & Administration and grow within the role
- Must be able to work with minimal supervision once familiar with requirements
- A team player that works well with others
- Strong oral and written communication skills

QUALIFIED APPLICANTS CAN SEND THEIR RESUME AND COVER LETTER IN MS WORD OR PDF FORMAT TO:

Red Chris Development Company - hr@redchrismine.ca
Please include position title in the subject line of email
Only applicants selected for an interview will be contacted