

## **TEMPORARY MILL MAINTENANCE ADMINISTRATOR**

The Red Chris mine has an opportunity within the Mill Maintenance department for a Temporary Administrator. This position is 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.

### **RESPONSIBILITIES**

Reporting to the Mill Maintenance Supervisor, responsibilities include, but are not limited to:

- Strong commitment and adherence to all Safety Policies and Procedures
- Maintain the departmental personnel schedule, timesheets, training records and vacation requests
- Process departmental payroll using SAP
- Receive and verify vendor invoices and ensure accurate and timely input of invoices using SAP
- Data entry and tracking of mechanic & contractor hours
- Assist with work orders, parts requisitions and the timely delivery of parts to site
- Assist with the tracking of equipment hours and equipment maintenance requirements
- Track and prepare weekly KPI's
- Interface with internal and external customers to address questions and expedite purchases
- General office and administrative duties plus other duties as may be required

### **QUALIFICATIONS AND EXPERIENCE**

- Grade 12 diploma or equivalent required, certification in Office or Business Administration at the certificate, diploma or associate degree level preferred
- 2 years' related work experience in an administrative role required
- Valid Class 5 driver's license preferred
- Must have strong computer skills and knowledge of Microsoft Office applications with an aptitude for learning various computer systems
- Experience in SAP and/or Records Management considered a strong asset
- The incumbent must possess a helpful and professional demeanor and demonstrate exceptional organizational skills
- Demonstrated ability to work under pressure, meet tight deadlines and effectively handle changing priorities
- Proven ability to establish and maintain effective working relationships
- A team player that works well with others
- Strong oral and written communication skills

**This temporary position has an estimated end date of June 15, 2019.**

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

Red Chris Development Company - [hr@redchrismine.ca](mailto:hr@redchrismine.ca)

**Please include position title in the subject line of email**

Only applicants selected for an interview will be contacted