

MINE OPERATIONS ADMINISTRATOR

The Red Chris mine has an opportunity within the Mine Operations department for an 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 Mine Operations Supervisor responsibilities include, but are not limited to:

- Process departmental payroll using SAP
- Data entry and processing of time cards and drill sheet data
- Complete weekly reports, shift reports and meet all other reporting requirements
- Track drilling and blasting inventories and consumables
- Interface with internal and external customers to address questions and expedite purchases and payments
- Receive and verify vendor invoices and ensure accurate and timely input of invoices using SAP
- Oversee database and filing system
- General office and administrative duties
- Other duties as may be required

QUALIFICATIONS AND EXPERIENCE

- Certification in Office or Business Administration at the certificate, diploma or associate degree level required
- 2 years' related work experience in an administrative role required
- Valid Class 5 driver's license required
- Must have strong computer skills and knowledge of Microsoft Office applications with an aptitude for learning various computer systems
- 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
- Experience in SAP and/or Records Management considered a strong asset
- 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