

ADMINISTRATION MANAGER

The Red Chris mine is recruiting for an Administration Manager to lead our Administration Department. This position is for work at the remote Red Chris mine located 80km 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 General Manager, the Administration Manager's responsibilities include, but are not limited to:

- Manage the following departments:
 - Accounting
 - Payroll
 - Information Technology
 - Travel & Accommodation
 - Warehouse & Purchasing
- Ensure Month-End and Year-End processes are completed.
- Provide assistance and guidance in preparation of operational financial reporting.
- Manage the preparation and development of annual budgets and forecasts.
- Oversee and coordinating external and internal audits.
- Maintain accounting policy guidelines, procedure and internal control documents in compliance with IFRS.
- Develop and monitor business performance metrics.
- Complete other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Minimum of ten years in a professional accounting position, preferably in the mining industry.
- High-level working knowledge of budget preparation, payroll, accounts payable, production, and general mine/mill operations accounting procedures.
- Bachelor's Degree in Business Administration, Commerce, or a related discipline is required, and a major in Accounting or Finance is preferred.
- Professional accounting designation (CPA) is preferred.
- Excellent communication skills, with the ability to interact with different departments and levels within the organization.
- Proficient in MS Office Suite with an emphasis in Excel.
- Able to effectively manage people, processes, and work.
- Experience in leadership and supervision.
- Compliant knowledge of IFRS standards.
- Familiar with Enterprise Resource Planning; experience with SAP considered an asset.

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

Red Chris Development Company – dorothy@hrwest.ca

Please include position title in the subject line of email

Only applicants selected for an interview will be contacted