

Job Posting Title

Mine Development Admin Coordinator

Posting Date

April 20, 2017

Application Deadline

May 9, 2017

Company

New Gold is a Canadian intermediate gold mining company listed on the Toronto Stock Exchange (TSX) and the New York Stock Exchange (NYSE MKT) under the symbol NGD. At New Gold, our values drive every decision and action we take:

Integrity: Do what's right

Creativity: Lead with innovation

Commitment: Deliver

Develop our employees: Commitment to personal development

Teamwork: Leverage our collective skills

New Gold is committed to ensuring that all Applicants are able to participate equally in relation to New Gold's recruitment, assessment and selection materials and processes. New Gold encourages all Applicants with disabilities to let their New Gold recruitment contact know if they require accommodation during the recruitment process. For more information on New Gold's compliance with the Accessibility for Ontarians with Disabilities Act, 2005, please visit our website at <http://newgold.com/LegalNotice/default.aspx#sixteen>.

Project

Do you want to be part of the development and start-up of one of Canada's premier mining operations? We are looking for dynamic individuals to join our team and live in our community as we pursue this exciting project. The Rainy River Project, located 65 km northwest of Fort Frances, ON, is a combined open pit and underground mine, processing 21,000 tonnes per day.

Department

Mining

Tasks

Reporting to the Mine Development Manager, the Mine Development Admin Coordinator will be proactively working with the Mine Development team to support key areas of work, including project and program facilitation and preparation of day to day business needs.

The position requires strong learning, critical thinking and adaptability competencies, in support of determining the team's needs and strengths. An important aspect of this position is also the ability to engage and work collaboratively with other administrative assistants in the company in order to establish and maintain effective communication channels among the team.

- Leading and executing the necessary preparations for team and leadership meetings, conferences, special projects, and other events on and off site
- Assisting the Mine Development team with travel arrangements, meeting scheduling/calendar management, and other various administrative duties as requested
- Manage department weekend on-call schedule
- Assistant in the needs of site visitors – orientation, travel, and accommodations
- Responsible for taking meeting minutes by participating/listening in on conference calls and other meetings, and facilitating the appropriate follow up
- Ensure that meetings begin on time with the appropriate preparations and relevant materials delivered sufficiently in advance
- Follow up with the Mine Development team after every meeting to ensure all action items are recorded and identified in a timely manner
- Preparing correspondences, reports and memos using Microsoft Office programs
- Support Mine Superintendent and Supervisors with all SAP needs, reservations, updating crew rosters, managing PPE for crews

Requirements

- Post-secondary education preferred and 5+ years of administrative support experience
- Critical thinking and analytical skills
- Mining industry experience is strongly preferred
- Dedicated; focused; ability to prioritize and complete multiple tasks; and strong follow through to achieve project goals.
- Strong interpersonal skills and ability to grow positive relationships with colleagues at all organizational levels
- Strong communication, organizational and decision-making skills
- Proficient in managing business correspondence
- Adaptable, resourceful, proactive, detail-oriented and flexible
- Proactively drive for success and results, conveying a sense of urgency as appropriate
- Responsive, understanding and supportive to concerns brought forward regarding discretion, confidentiality and sensitive issues related to the company, team and individuals
- Self-motivated and independent individual with a high degree of professionalism, initiative and self-discipline

Contract Type

Permanent

Employment Fraction

Full-time

Job Posting URL

https://ERECRUIT.NEWGOLD.COM/sap/bc/erecruiting/posting_apply?param=cG9zdF9pbnN0X2d1aWQ9MDAxNThBMEI1RTA5MUVENzg5Qjk0RTRCRjBFMjlxMTEmY2FuZF90eXBIPQ%3d%3d&sap-client=810