

Greenstone Gold Mines L.P. is a 60/40 joint venture partnership between Equinox Gold and Orion Mine Finance Group formed for the purpose of the joint ownership and development of the Greenstone Gold Property including the Greenstone Mine located on a historical mine site in the Geraldton-Beardmore Greenstone belt in Ontario. The Greenstone Mine is managed directly by a dynamic and experienced Owner's team, with an estimated \$1.3 Billion investment over the four-year engineering, procurement and construction phase, with an estimated 15-year operating life.

Administrative Assistant

Greenstone Mine is seeking an Administrative Assistant join our team. Reporting to the Manager, Human Resources, the Administrative Assistant will provide administrative and clerical support for day-to-day operations of Greenstone Gold Mines' (GGM)

PRIMARY RESPONSIBILITIES MAY INCLUDE:

Office Administration

- Manage day to day office administration requirements
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Provide editing and formatting for various documents and reports for team members
- Maintains department schedule by arranging meetings, conferences, teleconferences, and travel
- Assist in the visit planning of stakeholders, book meetings and order catering
- Prepares reports by collecting information
- Take and draft meeting minutes as required
- Support the administration requirements of the GGM Senior Management Team, including travel arrangements, expense reports, and other duties as required
- Receive and sort mail, arrange for couriers
- Maintains office supply and kitchen inventories
- Assist in coordinating a variety of special projects and community events
- Other responsibilities as assigned.

SKILLS AND COMPETENCIES

- General working knowledge of office administration
- Strong computer skills including extensive knowledge of Microsoft Office applications
- Excellent written and verbal communication skills, and able to maintain and foster strong working relationships
- Strong attention to detail
- Proven interpersonal, organizational, analytical and problem-solving skills
- Ability to take initiative, multi-task and meet deadlines in a fast-paced environment
- Confidence in ability to work under deadlines and handle a high volume of work accurately
- Display a high level of professionalism and confidentiality

EXPERIENCE, QUALIFICATIONS & EDUCATION

- Minimum of 3 years' experience in office administration
- Post-Secondary education in business or office administration

LOCATION

- This position is based at the mine site in Geraldton, Ontario.

HOW TO APPLY

To submit your resume, please visit <https://www.greenstonegoldmines.com/careers> by July 30, 2021.

We thank all candidates for their applications, however, only those selected for an interview will be contacted.

Greenstone Gold Mines is committed to inclusiveness, equity and accessibility. We encourage all qualified candidates to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process.