

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.

Assistant Personnel Logistics Coordinator

Greenstone Mine is seeking an Assistant Personnel Logistics Coordinator to join our Team. Reporting to the Personnel Logistics Coordinator, the Assistant Personnel Logistics Coordinator will be responsible to support the implementation and maintenance of site access procedures and processes. The work will support the smooth flow of personnel accessing the Greenstone Project Construction Site and the Temporary Lodging Facilities.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Support the coordination of travel and camp accommodation arrangements for all Greenstone Mine personnel and contractors (as applicable) that will be working at site during the Construction Phase.
- Coordinate with the Temporary Lodging Facility's catering service contractor to ensure the required information provided is accurate and timely.
- Data entry to maintain and update personnel and training records in the NORCAT system, ensuring confidentiality of information and data integrity.
- The maintenance and quality control of the NORCAT Personnel Database.
- Monthly Personnel Logistics reporting to the Project.
- Assist others by furnishing logistical information and helping with basic problem resolution related to accessing site.
- Coordinate with Health & Safety Department to ensure timely scheduling of orientation sessions and approval of contractor training records.
- Liaise with Security as needed to manage site access protocols.
- Preparation of documents, correspondence, presentations and reports as assigned, ensuring clarity of expression, organization, and conformance to company specifications.
- Other site administrative tasks as allocated from time to time.

SKILLS AND COMPETENCIES

- Excellent organizational, problem-solving, time management and prioritization skills.
- Good attention to detail with a high degree of accuracy.
- Strong computer skills including use of Microsoft Office (Word, Excel, and Outlook)
- Knowledge of general office procedures.
- Good written and verbal communication skills and able to communicate effectively using various mediums.
- Comfortable with a fast-paced and frequently changing work environment

EXPERIENCE, QUALIFICATIONS & EDUCATION

- High school diploma or GED
- Minimum 2+ years of relevant work experience

LOCATION

- This position will be based at site in Geraldton, ON.

HOW TO APPLY

To submit your resume, please visit www.greenstonegoldmines.com/careers by July 21, 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.