

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 \$1.5 Billion investment over the three-year construction and commissioning phase, and a 14-year operating life of mine.

Construction Administrator

Greenstone Mine is seeking a Construction Administrator join our team. Reporting to the Project Director, or designate, the Construction Administrator will provide administrative and clerical support for day-to-day operations of the site construction team.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

Office Administration

- Manage day to day construction office administration requirements
- Produce and file information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Prepare reports by collecting information
- Provide editing and formatting for various documents and reports for team members
- Maintain the Project team's site work schedule
- Maintain department schedule by arranging meetings, conferences, and teleconferences
- Assist in the visit planning of stakeholders, book meetings and order catering
- Take and draft meeting minutes as required
- Support the administration requirements of the Construction senior management Team, including travel arrangements, expense reports, and other duties as required
- Receive and sort mail, arrange for couriers
- Maintain office supply and kitchen inventories
- Assist in coordinating a variety of special projects and community events
- Other responsibilities as assigned
- May be required to adjust work hours from time to time to accommodate special events

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>.

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.

Greenstone Gold Mines is committed to ensuring the health and safety of all workers in the workplace and recognizes that COVID-19 vaccination has been shown to be very effective in reducing COVID-19 virus transmission and protecting most vaccinated individuals from severe consequences of COVID-19. Being vaccinated will help protect our workforce and our local Indigenous and community partners. In that respect, Greenstone Mine has implemented a mandatory COVID-19 vaccination.