

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.

Cost Control Clerk

Greenstone Mine is seeking a Cost Control Clerk to join our team. Reporting to the Cost Control Lead, the Cost Control Clerk will be responsible for accurate and timely data entry and supporting cost control activities related to budget control, accounts payable, contract administration, and reporting.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Become a proficient user of Prism G2, the Greenstone Project cost control systems
- Support the Cost Control Lead in implementing project procedures for cost control, contract administration and payment processes
- Complete data entry related to cost control and contract administration activities
- Review and compile site daily field reports
- Validate supplier and contractor progress payments and invoices to ensure back-up and cost coding is accurate, and process invoices for payment
- Review purchase requisitions against budget
- Support the Project Change management processes
- Assist with the preparation of various project reports as required

SKILLS AND COMPETENCIES

- General working knowledge of project cost control, contract administration and accounts payable processes
- Strong computer skills including knowledge of Microsoft Office and document control software
- Strong attention to detail
- Excellent organizational skills
- Good written and verbal communication skills
- Ability to meet deadlines in a fast-paced environment
- Able to build and maintain productive working relationships

EXPERIENCE, QUALIFICATIONS & EDUCATION

- Diploma in Business, Accounting or related field and / or equivalent experience
- 2+ years of experience, preferably in a project or accounting environment.
- Knowledge of accounting and/or cost control systems

LOCATION

- This position will be based at the in Geraldton, or from home until October 2021, at which point the position will be on a rotational basis to Geraldton.

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.