

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.

## **Document Control and Administration Clerk**

Greenstone Mine is seeking a Document Control and Administration Clerk to join our Team. Reporting to the Document Control Lead, the Document Control and Administration Clerk will provide document control services and assist with general day to day administration requirements for the Greenstone Project.

### **PRIMARY RESPONSIBILITIES MAY INCLUDE:**

#### **Document Control**

- Maintain document distribution and document approval matrices
- Perform quality control checks on documents
- Receive, quality check, distribute, and control all project documents
- Ensure documents are reviewed and approved in accordance with document approval requirements
- Manage the storage of electronic documents
- Provide document control training and support to users of the system
- Develop and maintain good relations with engineering firm personnel
- Ensure shared collaboration sites are structured and maintained
- Draft and format documents
- Ensure that all forms and templates adhere to Project standards.
- Adhere to document control procedures, standards and work instructions

#### **Administration**

- Update standard contract templates, assign document numbers and assist with compiling documents
- Assist with formatting documents, templates and forms and ensure that documents are aligned with standards.
- Assist with development of new project templates

### **SKILLS AND COMPETENCIES**

- General working knowledge of administration and document control practices
- 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 in a highly technical and changing work environment

### **EXPERIENCE, QUALIFICATIONS & EDUCATION**

- Minimum of 5 years' experience in office administration and/or document control

- Post-secondary education in business or office administration
- Mining industry or engineering firm experience considered an asset
- Experience with various document control systems, including SharePoint is an asset

#### **LOCATION**

- This position will be based in Oakville or Geraldton.

#### **HOW TO APPLY**

To submit your resume, please visit [www.greenstonegoldmines.com/careers](http://www.greenstonegoldmines.com/careers) by May 18, [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.