

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.

## **Electrical Department Clerk**

Greenstone Mine is seeking an Electrical Department Clerk to join our team for the construction phase of the Project. Reporting to the Site Electrical Technician, the Electrical Department Clerk will be responsible for electrical document management, report keeping and distribution, as well as, other supporting activities related to the Electrical Department.

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

- Prepare and distribute reports to appropriate departments
- Receive, process and manage documentation according to directives provided by department members while adhering to Project standards
- Coordinate with the Document Control department when transferring and receiving documents or drawings
- Follow-up on up to date drawings
- Filing of various documents in electronic filing systems
- Other clerical responsibilities as assigned

### **SKILLS AND QUALIFICATIONS**

- Extensive knowledge of Microsoft Word and Microsoft Excel applications
- Team-oriented personality
- Strong attention to detail
- Good written and verbal communication skills
- Ability to adapt to work schedule
- Knowledge in the electrical field is not required

### **LOCATION**

This position will be based in the Construction Site Office at the mine site in Geraldton, Ontario for the construction phase of the Project.

### **HOW TO APPLY.**

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