

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 and has an estimated 15-year operating life.

Health & Safety Administrator

Greenstone Mine is seeking a Health and Safety (HS) Administrator. Reporting to the Health and Safety Lead, the HS Administrator will provide general administrative and basic technical support to the HS Department during the Greenstone Project's construction period. Key responsibilities include the preparation, review, and ongoing maintenance of HS documents, records, and data.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Maintenance of HS records and documents in the GGM document control system, ensuring confidential or sensitive information or issues are handled with discretion.
- Preparation of HS documents, correspondence, presentations and reports as assigned, ensuring clarity of expression, organization, and conformance to company specifications. This includes support for the ongoing update and maintenance of GGM HS procedures and forms.
- Data entry to maintain and update various HS databases and spreadsheets, ensuring data integrity by verifying input and calculations.
- Coordination of the HS monthly reporting including the consolidation of health, safety and security statistics and trends.
- Support for the preparation of HS newsletters and other educational information.
- Maintenance and organization of digital and/or hard copy files for easy identification and retrieval.
- Assistance to others by furnishing HS information and helping with basic problem resolution, including answering questions via phone or email to provide accurate and timely information.
- Planning and execution for on-site and off-site HS meetings, conferences and special events.
- Coordination with and support to Personnel Logistics team to ensure timely scheduling of orientation of workers and HS approval of contractor training records.
- Support to members of HS Department for other items that may be required from time to time

SKILLS AND COMPETENCIES

- Strong organizational skills.
- Good planning, organizational and time management skills with the ability to pay close attention to detail
- Effective oral and written communication skills with good vocabulary, good grammar and the ability to independently compose routine written communications.
- Knowledge of general office practices and procedures.
- Solid computer skills with knowledge of MS Office. Knowledge of SharePoint is an asset.
- Must demonstrate the ability to work in a team environment and willingness to assume additional or new responsibilities readily.

- Comfortable with a fast-paced and frequently changing work environment.

EXPERIENCE, QUALIFICATIONS & EDUCATION

- High school diploma or GED
- Safety Administrator Certificate or equivalent
- 3-5 years in a similar role
- Familiarity with mining or construction sites
- Familiarity with Ontario Green Book is an asset

LOCATION

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

HOW TO APPLY.

To submit your resume, please visit www.greenstonegoldmines.com/careers by Friday July 9, 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.