

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.

Procurement Clerk

Greenstone Gold Mines is seeking a Procurement Clerk to join our team. Reporting to the Project Procurement Manager, the Procurement Clerk will be responsible for accurate and timely data entry and supporting procurement activities related, accounts payable, contract administration, and reporting.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Support the Project Procurement department in implementing project procedures for supplier & contractor contract administration.
- Complete data entry related to procurement and contract administration activities
- Review and compile daily expedite reports.
- Validate supplier and contractor delivery lead times versus project required at site dates.
- Support the Project Procurement team with contract formation and document formatting.
- Become a proficient user of Prism G2, the Hardrock Project procurement and expediting systems.
- Creation and maintenance of vendors in Prism G2
- Maintaining the GGM Construction Phase Expression of Interest database.
- Assist with the preparation of various project reports as required
- Clerical duties and filing of various documents in Sharepoint and in other secured electronic filing systems.

SKILLS AND COMPETENCIES

- General working knowledge of project procurement, contract administration and accounts payable processes would be preferable but not necessary.
- 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
- High priority on confidentiality on sensitive business transactions.
- 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 procurement or accounting environment.
- Knowledge of procurement, accounting and/or cost control systems

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 June 4, 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.