

Job Posting Title

Executive Assistant to the General Manager

Posting Date

July 25, 2016

Application Deadline

August 15, 2016

Company

New Gold is a Canadian intermediate gold mining company listed on the Toronto Stock Exchange (TSX) and the New York Stock Exchange (NYSE MKT) under the symbol NGD. At New Gold, our values drive every decision and action we take:

Integrity: Do what's right

Creativity: Lead with innovation

Commitment: Deliver

Develop our employees: Commitment to personal development

Teamwork: Leverage our collective skills

New Gold is committed to ensuring that all Applicants are able to participate equally in relation to New Gold's recruitment, assessment and selection materials and processes. New Gold encourages all Applicants with disabilities to let their New Gold recruitment contact know if they require accommodation during the recruitment process. For more information on New Gold's compliance with the Accessibility for Ontarians with Disabilities Act, 2005, please visit our website at <http://newgold.com/LegalNotice/default.aspx#sixteen>.

Project

Do you want to be part of the development and start-up of one of Canada's premier mining operations? We are looking for dynamic individuals to join our team and live in our community as we pursue this exciting project. The Rainy River Project, located 65 km northwest of Fort Frances, ON, is a combined open pit and underground mine, projected to process 21,000 tonnes per day.

Department

Administration

Tasks

Reporting to the General Manager (GM), the Executive Assistant is responsible for providing administrative support in planning and overseeing projects, programs, meetings, communications and travel requirements established by the executive. This position's purpose is to support the GM through proactively anticipating and understanding the executive's

needs and characteristics, while utilizing a high level of emotional intelligence; responding to subtle cues and acting with situational appropriateness. An important aspect of the EA role is the ability to pay close attention to the shifting stresses and challenges facing the GM and work to ensure a smooth and results-effective relationship.

Additionally, the position requires the EA to have strong learning, critical thinking and adaptability competencies, in support of determining and augmenting the executive's specific needs and strengths. An important aspect of this position is also the ability to engage and work collaboratively with other managers and assistants in the Mine in order to establish and to maintain effective communication channels among the mine management team.

- This position is responsible in assisting the GM by proactively working with the executive to support key areas of work including project & program facilitation; serving as a 'partner' to the GM, and assuming the preparation and associated duties in support of day to day business needs
- Leading and executing the necessary preparations for management & leadership meetings, investor and shareholder meetings, conferences, special projects and off site visits (collaborating with other departments as necessary) and other events, in order to allow the executive to concentrate efforts on strategic activities and business priorities
- Assisting the GM with travel arrangements, meeting scheduling/calendar management and other various administrative duties as requested including (arranging business meeting rooms, conducting market / industry research, booking flights and hotels in line with company policy and personal preference, preparing expense reports, generating correspondence and memos as necessary)
- Ensuring that time-sensitive issues are immediately directed to the GM's attention
- Filtering unnecessary daily distractions (phone calls, emails, visitors, etc.) that can prevent the executive from working strategically
- Managing all aspects of the GM's emails, including the drafting of applicable / appropriate responses
- Listening in on conference call meetings in order to organize action logs / meeting minutes and facilitating the appropriate follow up
- Ensuring that meetings begin on time with the appropriate preparation / relevant materials delivered sufficiently in advance Following up with the GM after every meeting and recording action items in a timely manner
- Serving as a sounding board for the executive, leveraging relationships and historical knowledge of the company (if applicable) to assist with the provision of the associated context
- Preparing correspondence, reports and memos using Microsoft Word, Excel, PowerPoint, Visio and Outlook
- Optimizing travel schedules and enabling remote decision making; keeping projects on track. Taking a role in planning the GM's site visits/conferences/meetings and in return ensuring the time required from management and site teams is optimized.
- Organizational and team building skills are essential

Requirements

- Bachelor's Degree preferred and 10 years or more of Administrative Support Experience.
- Critical thinking and analytical skills
- Mining/industrial industry experience is strongly preferred
- Willing to travel to meetings and events as necessary
- Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals. Able to grow positive relationships with colleagues at all organizational levels. Consummate professional dedicated to making the lives of busy executives easier
- Strong communication, organizational and decision-making skills (decisive and capable of delivering quick solutions) and proficient in managing business correspondence
- Adaptable, resourceful, proactive, detail oriented and flexible

- Proactively drive for success and results; conveying a sense of urgency as appropriate
- Strong interpersonal skills that promote teamwork and the ability to grow positive relationships and communicate effectively with colleagues at all organizational levels
- Responsive, understanding and supportive to concerns brought forward regarding discretion, confidentiality and sensitive issues related to the company, executive and staff
- The ability to read complex settings and recognize / respond to challenging people and circumstances. The ability to anticipate potential obstacles to the executive is key
- An independent and self-motivated professional with excellent research and writing skills; self-motivated, with a high degree of professional independence, initiative and self-discipline

Contract Type

Permanent

Employment Fraction

Full-time

Job Posting URL

https://ERECRUIT.NEWGOLD.COM/sap/bc/erecruiting/posting_apply?param=cG9zdF9pbnN0X2d1aWQ9MDAxNTVEMDAxNTRGMUVENjk0RDA4RkFCQzgzQjYxMDAmY2FuZF90eXBIPQ%3d%3d&sap-client=810