

**POSITION SPECIFICATION**

**POSITION TITLE:** HEALTH, SAFETY, and ENVIRONMENT (HSE) ADMINISTRATIVE COORDINATOR, Rainy River Project

**LOCATION:** 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, contemplates a combined open pit and underground mine, processing 21,000 tonnes per day.

**POSITION SCOPE:** The Health, Safety and Environment (HSE) Administration Coordinator is a vital part of the HSE team function and site implementation of HSE requirements, through the provision of effective and efficient administrative support. This position is based at the RR Project Site in Blackhawk, ON. The schedule is Monday to Friday.

**RESPONSIBILITIES:**

- General administrative duties including filing, presentation and report formatting, coordination of HSE meetings etc.
- Distribution of HSE related information as required – including HSE Alerts, Bulletins etc.
- HSE Document Control support
- Provide administrative assistance for HSE incident investigations as required
- InControl key user for Rainy River Project, including maintenance of reporting structures within InControl
- SharePoint and SAP key user for the HSE teams
- Management of HSE databases and registers (H&S Risk Register, Environmental Commitments Register etc)
- Collate Health, Safety and Environment information for weekly, monthly and ad-hoc reports
- InControl event data entry (hazards/incidents/inspections etc)
- Actively support HSE team activities and projects
- Identify areas to improve processes and practices where possible
- Ensure all duties are performed in a manner consistent with established policies and procedures, with a high attention to detail and accuracy
- Other duties as directed by the Health and Safety Manager in line with Rainy River Project objectives

**KNOWLEDGE, SKILLS & ABILITIES:**

- Grade 12 diploma or equivalent
- Proficient with Microsoft Office Suite including: Outlook, Word, Excel and PowerPoint
- Previous experience in an administrative role
- Previous experience with SharePoint and SAP preferred
- The ability to comply with all New Gold Health, Safety and Environment requirements
- A proactive approach to Health, Safety and Environment management regarding both personal wellbeing, as well as that of fellow employees.
- The ability to identify issues in processes or systems and provide potential solutions.

# newgold<sup>TM</sup> Rainy River Project

- Excellent written and oral communication skills
- Attention to detail with excellent organization and time management skills
- An ability to adapt to changing priorities
- The ability to become quickly familiar with various systems and software packages
- Ability to work with all levels of the organization

**COMPENSATION:** A competitive salary, performance bonus plan, and benefits, will be provided.

**DEADLINE FOR APPLICATIONS** **Friday, June 19, 2015 at 4:30PM**

**HOW TO APPLY:** Please apply by completing the online Job Application Form and by attaching your Cover Letter and Resume.

The online Job Application Form can be found at:  
<http://newgold.com/rrcareers>