

POSITION SPECIFICATION

POSITION TITLE: 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: You will play a unique and integral role within the business by providing support through travel and accommodation management, processing of accounts transactions and administration tasks including reception that are in support of the team. This position will be located in the Emo office, (role will most likely stay in Emo as long as an office is maintained in Emo) The regular office hours are Monday to Friday from 8:00AM – 4:30PM.

RESPONSIBILITIES:

- Travel management including flights and accommodation (hotels and company owned accommodation).
- Management of Emo Office activities
- Filing, maintaining and updating spreadsheets and performing other administrative duties of the finance department
- Performing customer service tasks including answering phones and greeting the public
- Provide assistance with Accounts Payable
- Performs other related duties to support the team as required to ensure the Rainy River Project is a success

KNOWLEDGE, SKILLS & ABILITIES:

- You will have an excellent eye for detail, will manage your own workload, deliver on tight timescales and be able to work both independently as well as within a team.
- Excellent skills within Microsoft Office including Excel spreadsheets, as well as the ability and motivation to gain experience in accounts and accounting.
- Accuracy, organization and high attention to detail are essential whilst displaying initiative and completing work quickly will allow you to take on an increased workload.
- You will be mature, self-motivated, courteous and a team player, be positive and possess a willingness to learn new skills.
- High School Diploma or GED

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

DEADLINE FOR APPLICATIONS Monday, March 16, 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>