

***Job Posting Title***

Mine Admin Coordinator

***Posting Date***

July 26, 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, processing 21,000 tonnes per day.

***Department***

Mining

***Tasks***

Reporting to the Mine Manager, the Mine Admin Coordinator will be proactively working with the Mine Manager and Mine Operations team, serving as a 'partner' to the Mine Manager, to support key areas of work, including project and program facilitation and preparation of day to day business needs.

The position requires strong learning, critical thinking and adaptability competencies, in support of determining the team's needs and strengths. An important aspect of this position is also the ability to engage and work collaboratively with other administrative assistants in the company in order to establish and maintain effective communication channels among the operations team.

- Leading and executing the necessary preparations for team and leadership meetings, conferences, special projects, and other events, to allow the Mine Manager to concentrate efforts on strategic activities and business priorities
- Assisting the Mine Manager with travel arrangements, meeting scheduling/calendar management, and other various administrative duties as requested
- Ensuring that time-sensitive issues are immediately directed to the Mine Manager's attention as well as filtering unnecessary daily distractions (such as phone calls, emails visitors, etc.) that can prevent the Mine Manager from working strategically
- Responsible for taking meeting minutes by participating/listening in on conference calls and other meetings, and facilitating the appropriate follow up
- Ensure that meetings begin on time with the appropriate preparations and relevant materials delivered sufficiently in advance
- Follow up with the Mine Manager after every meeting to ensure all action items are recorded and identified in a timely manner
- Preparing correspondences, reports and memos using Microsoft Office programs

### **Requirements**

- Post-secondary education preferred and 5+ years of administrative support experience
- Critical thinking and analytical skills
- Mining industry experience is strongly preferred
- Dedicated; focused; ability to prioritize and complete multiple tasks; and strong follow through to achieve project goals
- Strong interpersonal skills and ability to grow positive relationships with colleagues at all organizational levels
- Strong communication, organizational and decision-making skills
- 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
- Responsive, understanding and supportive to concerns brought forward regarding discretion, confidentiality and sensitive issues related to the company, team and individuals
- Ability to read complex settings and recognize/respond to challenging people and circumstances. Ability to anticipate potential obstacles to the Mine Manager is key
- Self-motivated and independent individual with a high degree of professionalism, initiative and self-discipline

### **Contract Type**

Permanent

### **Employment Fraction**

Full-time

***Location***

Emo, ON, Canada