

Job Posting Title

Maintenance Admin Coordinator

Posting Date

December 29, 2016

Application Deadline

January 12, 2017

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

Position posted until application date or until filled.

Department

Maintenance

Tasks

Reporting to the Maintenance Superintendent, the successful applicant will be responsible for providing coordination and

support for daily activities of the maintenance team. The successful applicant is expected to

- Compile, type, edit and distribute departmental correspondence, spreadsheet reports and PowerPoint presentations
- Set up and maintain records as required
- Handles repair and maintenance requests for equipment and facilities in the priority order of importance to the operations and follows up through completion
- Collects all repair and maintenance requests, establishes a priority order and dispatches in-house staff every morning
- Input data and run reports utilizing computerized maintenance management system
- Monitors scheduling to minimize overtime without compromising service and maintains record of all overtime
- Prepare, assemble and process required documentation for maintenance scheduling
- Assists in gathering information and estimates for repair projects
- Assures the availability of parts in a cost-effective manner
- Prepares purchase orders for all equipment, tools, material or services, obtains approval for same and places the order and coordinates payment with Accounts Payable
- Performs other relevant duties to support the success of the Rainy River Project

Requirements

- Grade12 Diploma / GED
- Post-secondary education an asset
- Valid Driver License
- Ability to work independently and in a team environment
- Strong attention to detail
- Strong computer skills with good working proficiency in Microsoft Office programs
- Able to work in a fast-paced environment with multiple deadlines
- Ability to multi-task
- Analytical skills
- Experience working with SAP or other computerized maintenance tracking systems an asset
- Experience working in an industrial environment an asset
- Physically fit with the ability to work in conditions that are exposed to the elements

Contract Type

Permanent

Employment Fraction

Full-time

Location

Emo, ON, Canada