

Job Posting Title

Administrative Assistant (Construction and Contracts Team), Rainy River Project

Posting Date

May 26, 2016

Application Deadline

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

Department

Construction

Reporting to the Construction Manager and functionally report to the Construction Coordinator, the Administrative Assistant will provide general office coordination, and administrative support for the Rainy River Construction and Contracts Teams.

During Construction the schedule will be Monday to Friday from 7:00AM – 3:30PM with a half hour meal break.

This is a 9-month, fixed-term employment ending in March 2017.

Tasks

The successful incumbent will provide general support to the New Gold team by serving as a first point of contact in the Marr Road Office, performing tasks including:

- Weekly and monthly reporting
- Invoice verification and approval tracking
- Document filing and management of SharePoint workflows
- Raising requisitions and receipting in SAP
- Preparing meeting minutes including contract meetings
- Database management including time tickets
- Management of the Marr Office meeting room bookings
- Serve as a liaison between the contracts team and construction team
- Administrative support including ordering office and printer supplies

Requirements

- Office experience an asset
- High School Diploma or GED
- Diploma or Certificate in Business Administration preferred
- Proficient in Microsoft Office – Word, Outlook and advanced knowledge of Excel
- SAP or Equivalent ERP Software experience preferred
- Excellent organizational skills – detail oriented
- Works well under pressure and meeting deadlines
- Excellent multi-tasking skills – able to prioritize
- Analytical thinking skills
- Exceptional interpersonal skills
- Team player
- Takes initiative and ownership for work
- Excellent verbal and written communication skills
- Ability to work under pressure and produce high quality work within time constraints

Contract Type

Temporary

Employment Fraction

Full-time

Location

Emo, ON, Canada