

Job Posting Title

Training Administrative Coordinator

Posting Date

August 30, 2016

Application Deadline

September 13, 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

Mining

Tasks

The successful incumbent will provide administrative and clerical support to the Mine Operations Training department. This position will play an integral part in administrative support, including reporting, coordinating meetings, invoice tracking, document control and other related duties as required.

This is a 18-month term position.

Requirements

- Minimum 3+ years related experience in administrative or clerical role
- Office Management experience an asset
- High School Diploma or equivalent
- Diploma or Certificate in Business Administration preferred
- Proficient in Microsoft Office – Word, Outlook and advanced knowledge of Excel
- 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

Contract Type

Temporary

Employment Fraction

Full-time