

POSITION SPECIFICATION

POSITION TITLE: SENIOR ADMINISTRATIVE COORDINATOR (SITE), 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: The role of the Senior Administrative Coordinator is to provide administrative support to the General Manager and Senior Leadership Team at a senior level, ensuring the efficient operation of the office and related activities. This position is based at the Project Site. The schedule is Monday to Friday.

RESPONSIBILITIES: ***Maintain organization of the office and coordinate all communications***

- Prepare PowerPoint presentations and reports for meetings and conferences.
- Produce, arrange and distribute presentation material.
- Arrange meetings and conference calls.
- Set up and maintain effective filing systems organizing categories and data.
- Manage records, appointments, upcoming events and calendars of activities.
- Conduct out research as requested.

Provide administrative support to the General Manager and Senior Leadership Team

- Manage the daily schedules, ensuring the most effective use of time.
- Take minutes at meetings and create action plans.
- Prioritize assignments.
- Perform routine tasks on behalf of the General Manager and Senior Leadership Team.
- Prepare, maintain and safeguard the confidentiality of office files.
- Assist with daily responsibilities and personal requirements as requested.
- Prepare itineraries for trips and large meetings.
- Reschedule appointments when necessary.

Ensure quality of all communications for the General Manager and Senior Leadership Team

- Ensure accuracy when composing, formatting and editing important documents such as letters, confidential reports, inter-office communications, memos, and other corporate correspondence,
- Ensure all communication documents are formatted correctly, have proper attachments and spelling, punctuation, and grammar are correct.
- Work with the manager's direct reports and others throughout the organization on all projects and requests.

- Act as an intermediary with internal and external contacts on their behalf.
- Respond to or redirect phone calls.
- Reply to information requests for material

KNOWLEDGE, SKILLS & ABILITIES:

- High School Diploma or GED.
- Diploma or Certificate in Business Administration preferred
- Proficient in Microsoft Office – Word, Outlook and advanced knowledge of Excel, Powerpoint, and Visio
- 5 years of experience in administrative roles supporting senior-level management preferred
- Excellent organizational skills – detail oriented
- 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.

COMPENSATION:

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

DEADLINE FOR APPLICATIONS

Monday, July 27, 2015 at 4:30PM

HOW TO APPLY:

Please apply by creating a profile in our e-Recruit system. This application process includes providing a cover letter and resume.

The list of our available positions and the link to our e-Recruit login and registration page can be found at: <http://newgold.com/rrcareers>