

Job Title: Temporary Site Services Materials Coordinator - Term

Requisition ID **8020** - Posted - **Emo, Ontario**

Make an impact at an all-North American precious metals producer. New Gold is now part of Coeur Mining. Visit www.coeur.com to learn more.

Coeur Mining attracts and hires highly skilled individuals. By joining our team, you can look forward to:

- A stimulating values-based work environment
- A culture of collaboration and inclusion
- Inspiring colleagues and approachable leaders
- Career development opportunities
- A deeply rooted commitment to responsible mining, health and safety and community engagement
- A competitive total compensation program
- A comprehensive benefits package including a retirement savings plan

About Coeur Mining:

Coeur Mining is a growing, all-North American precious metals producer with seven operations: the Las Chispas silver-gold mine and Palmarejo gold-silver complex in Mexico, the Rochester silver-gold mine in Nevada, the Kensington gold mine in Alaska, the Wharf gold mine in South Dakota, the Rainy River gold mine in Ontario, Canada, and the New Afton copper-gold mine in British Columbia, Canada. In addition, Coeur owns the Silvertip silver-zinc-lead exploration project in British Columbia.

Coeur offers a flexible, hybrid work model and a culture built on safety, collaboration, and real opportunities to develop your career for those who want to grow alongside a company that is doing the same.

Rainy River

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River mine is an open pit and underground, gold and silver producing, residential mine site.

The Rainy River mine, located adjacent to the Ontario/Minnesota border is 65 kilometers northwest of Fort Frances, Ontario and is situated half way between Winnipeg, Manitoba and Thunder Bay, Ontario. The area is home to more than 130 species of birds and large populations of moose, black bear and deer. If you enjoy outdoor activities including hunting, fishing, winter sports and lake country then this is an area you will love to live and work in.

Applicants who reside in Northwestern Ontario and have experience working in a cross-cultural environment, coupled with knowledge of the unique challenges and opportunities presented to those living in the Northwest Ontario, are assets. Hiring priority will be given to qualified applicants who are beneficiaries of the Impact Benefits Agreement (IBA) and to qualified applicants residing in the Northwest Ontario communities. (Indigenous) Members must clearly identify their status on the online job application and resume if they wish to receive priority consideration.

About The Role

Title: Temporary Site Services Materials Coordinator

Schedule: 5/2 4/3 – 9 hour days

Term: Contract End Date of March 2027

Position Reports To: Site Service Superintendent

Position Overview

Reporting to the Site Services Superintendent, the Site Service Coordinator will perform general office coordination, administrative support, and document control and review for the Site services department. This position is based full-time at the Mine Site and works 5 days on, 2 days off while the following week works 4 days on, 3 days off.

*Camp and travel accommodations are not provided for this role.

Key Responsibilities

- Site Services Materials Coordination, tracking project parts orders, inventory, delivery status, and materials staging.
- Work opposite shift of Site Services Planner to provide additional planning/scheduling support on days of and vacation.
- Site Services Admin duties, ordering office supplies, inter-departmental correspondence, tracking and communicating site events and initiatives.
- Receiving of parts and invoices in SAP and Ariba.
- Assist in monthly accruals and costs tracking.
- Prepare, schedule, record minutes, and store Site Services planning and organizational meetings.
- Add required parts into stores stock and set up min/max ordering system.
- Track and manage manpower and vacation schedule.
- Track equipment hours and GPS status using Titan.
- Manage Equipment Downtime Tracking sheet.
- Manage vending machine access and inventories.
- Manage Site Services Personnel's PPE requirements.
- Support other Site Services Duties as required.

The anticipated salary for this position will be between \$65,000 to \$75,000

**Note: this employment opportunity is based on an actual current vacancy, not just for future consideration*

Qualifications / Experience

- High School Diploma or its equivalent.
- Able to demonstrate experience in an office environment.
- Highly Skilled in SAP.
- Knowledge of Materials Coordination.
- Telehandler/Skid steer Operating Experience.
- Ariba Experience.
- Proficient in Microsoft Word, Excel and Powerpoint.
- Valid Driver's License is considered an asset.

Why New Gold?

- Highly competitive compensation programs
- Striving for excellence

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. Coeur Mining does not accept resumes from employment placement agencies, head-hunters or recruitment suppliers that are not in a formal contractual arrangement with the Company. Any resume or other information received from a supplier not approved by Coeur Mining will be considered unsolicited and will not be considered.

Inclusion, Equal Opportunity, Accessibility

Coeur Mining is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status or any other legally protected factors. Disability-related accommodations during the recruitment process are available upon request.

Additional Information

Visit our LinkedIn Career Page or follow us on [LinkedIn](#).