

Job Title: Technical Administrative Assistant

Requisition ID **5645** - Posted - **7000 New Gold - Rainy River - Rainy River Mine - Emo, Ontario**

Make an impact at Canada's premier mining company.

When you advance your career at New Gold, you are joining a Canadian-focused intermediate gold mining company engaged in the operation, development and exploration of mineral properties. Our mission is to be a leading intermediate gold producer, driving responsible and profitable mining in a way that creates sustainable value for our employee, shareholders, the communities in which we live and work and our environment. New Gold would like to acknowledge the lands and resources of the Treaty 3 Territory and respect the traditional values of our First Nation partners. To learn more about New Gold, visit our website at www.newgold.com. To learn more about our culture and people practices, visit the Career page.

New Gold 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

Rainy River Mine

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River Mine is an open pit, 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.

About The Role

Schedule: 5/2 4/3 – 9-hour days

Position Reports To: Environment Superintendent

Position Overview

Reporting to the Environment Superintendent, the **Technical Administrative Assistant** will perform general office coordination, administrative support, and document control and review for the Rainy River Mine Environmental 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.

Key Responsibilities

- Provide general office and administrative support
- Document control and review
- Database entry as/when required
- Create/maintain department filing system
- Support environmental field activities and staff as required
- Moderate internal Environment Health and Safety System (INX InControl)
- Support Environmental Management System

Qualifications

- Minimum 2+ years related experience
- Office Management experience an asset
- High School Diploma or equivalent
- Diploma or Certificate in Business Administration preferred
- Office Management experience an asset
- Proficient in Microsoft Office – Word, Outlook, Powerpoint 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
- Experience with integrated management systems an asset
- Experience with database systems an asset
- Experience with SAP software an asset
- Environmental background an asset

Why New Gold?

- Highly competitive base salary, compensation programs and a quarterly incentive program
- Extended Health & Dental Benefit
- Short-term and long-term disability insurance benefit
- Defined match contribution to group registered retirement savings account

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. New Gold 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 New Gold will be considered unsolicited and will not be considered.

Inclusion, Equal Opportunity, Accessibility

New Gold 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.