ARTEMIS GOLD INC | Blackwater Mine

Careers at the Blackwater Mine

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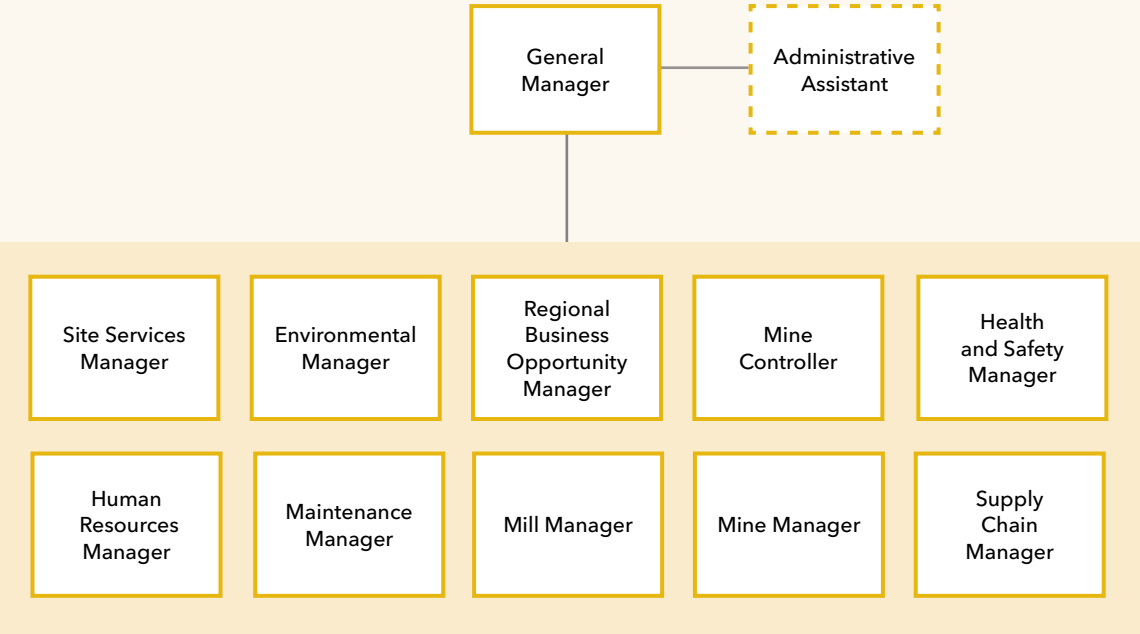
Mine Administration

MINE ADMINISTRATION

Organization Chart



MINE ADMINISTRATION

General Manager

The role of General Manager reports to the Chief Operating Officer and oversees all mine activities ensuring the safe and efficient operation of the mine site. Works with senior management to develop the overall strategy of the mine. Manages the distribution of resources, finances and the administration of company assets. Provides leadership to a team of technical and professional employees.

Job Details

Main Responsibilities

- Review and approve related project budgets as necessary
- Promote and maintain the health, safety and environmental management systems for the mine
- Listen and provide feedback to all levels of the operation
- Provide communication to all levels of the operation that is open, honest, clear and timely
- Ensure that all production goals are achieved
- Support all approved projects and contracts within the operation ensuring that they are completed on time and on budget
- Ensure that all requirements, regulations, and corporate policies are followed
- Encourage and support continuous improvement to systems and processes
- Ensure ongoing effective management of direct reports by ensuring expected performance levels required to achieve the mine plans and production goals are clearly understood
- Ensure there is the necessary workforce and equipment available to meet production targets and at the same time maintain costs within the established budget guidelines
- Support, implement and maintain a development program, including training, coaching, mentoring, counseling and discipline of the team

Requirements

Education

- University degree in Engineering or other related discipline

Experience

- 10 - 15 years of related experience
- Minimum 10 years of supervisory experience at a senior level

Other

- Strong leadership and management skills
- Excellent organizational and planning skills
- Proven team and relationship building skills
- Excellent communication and interpersonal skills
- Ability to motivate and inspire
- Effective problem solving skills

Administrative Assistant

The role of the Administrative Assistant reports to the General Manager and provides administrative support to the General Manager at a senior level. Ensures the efficient operation of the office and related activities.

Job Details

Main Responsibilities

- Prepare PowerPoint presentations and reports for meetings and conferences
- Produce, arrange and distribute presentation material
- Set up and maintain effective filing systems organizing categories and data
- Manage records, appointments, upcoming events and calendars of activities
- Manage the daily schedules, ensuring the most effective use of time
- Take minutes at meetings and create action plans
- Perform routine tasks on behalf of the General Manager
- 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
- Ensure accuracy when composing, formatting and editing important documents such as letters, confidential reports, inter-office communications, memos, and other corporate correspondence
- Work with the manager's direct reports and others throughout the organization on all projects and requests to ensure the General Manager has all necessary information
- Act as an intermediary with internal and external contacts on their behalf
- Receive, sort and prioritize mail, documenting required actions and due dates

Requirements

Education

- Office Administration diploma (2 years) is considered an asset

Experience

- 5 years of experience in administrative roles supporting senior-level management or a combination of education and experience may also be considered

Other

- Attention to accuracy and detail with strong writing and editing / proofreading skills
- Excellent software skills (Word, PowerPoint, Excel)

MINE ADMINISTRATION

Site Services Manager

The role of Site Services Manager reports to the General Manager and is responsible for ensuring the mine's Site Services requirements are met in a timely and efficient manner. Serves as an interface between the operation, site services contractors and the mine.

Job Details

Main Responsibilities

- Ensure Blackwater is in compliance with all BC Mining Regulations and Work Safe BC regulations
- Ensure health and safety policies and procedures are followed
- Function as the Mine Manager as required under the BC mining regulation as needed
- Conduct daily toolbox talks and other tasks as requested by the Company
- Ensuring own health and safety as well as that of all other workers, identifying and maintaining safe work practices and completing all required safety inspections and forms. Ensure all HSE KPI's are maintained and reported on a weekly basis
- Work with the Health and Safety team to ensure all employees, visitors and contractors are inducted and qualifications are recorded and kept up to date
- Keep the Blackwater camp in good condition and arrange for timely repairs / maintenance in close coordination with procurement and the camp provider
- Ensure all site infrastructure is in a safe working condition
- Supervise contractor personnel and general labourers as required
- Conduct workplace inspections on a regular basis
- Assist and arrange site services and exploration activities as required
- Any other duties assigned by the Company

Requirements

Experience

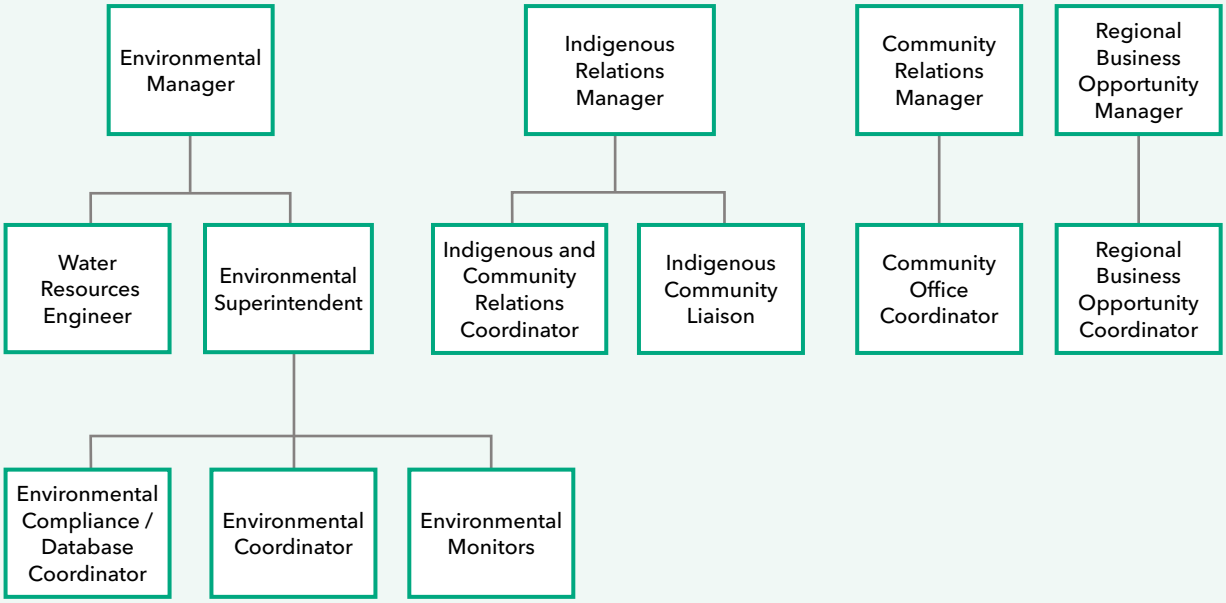
- 5-7 years experience in a similar role preferably in a mining environment

Other

- Experience with Microsoft Office
- Must be a good leader and have excellent communication skills
- Must be a proven leader in all aspects of safety, health and environment
- Must have a good understanding of the provincial OHS regulations and previous experience with structured safety programs
- Valid driver's licence

Environment and Social Responsibility

Organization Chart



Environmental Manager

The role of the Environmental Manager reports to the General Manager and manages all activities related to environmental issues. Establishes sustainability and environmental compliance strategies ensuring the mine is operating in an environmentally responsible manner.

Job Details

Main Responsibilities

- Manage the implementation of environmental systems, procedures and policies and ensure all regulatory and legal compliance requirements are included in the operational plans
- Review environmental reports to ensure that the operational plans are in line with the overall environmental strategy
- Provide advice on necessary environmental approvals and requirements related to land use and reclamation plans
- Provide advice on environmental issues to all projects at Blackwater Mine
- Manage the emergency response planning
- Ensure all government reports are submitted within the required timeframe
- Manage the planning process for mine closure
- Manage environmental and sustainability strategies, research and reports relating to mine operations issues
- Ensure the team is made aware of compliance goals, audit schedules, environmental priorities
- Ensure environmental audits are carried out regularly and work processes are in compliance with all legal and regulatory requirements
- Ensure that any environmental non-compliance issues are identified and resolved
- Take a leading role in the employment and development of staff
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training
- Ensure direct reports are developed, trained and coached to obtain optimum efficiencies

Requirements

Education

- Degree in Environmental Science or other related discipline

Experience

- 8 - 12 years of related experience
- 5 - 7 years of supervisory experience

Other

- Comprehensive knowledge of Governmental Acts and Regulations
- Solid understanding of the environmental impact of mining and milling processes
- Effective oral and written communication skills with both internal and external contacts
- Innovative thinking and ability to work under pressure
- Excellent inter-personal skills with the ability to promote a team effort
- Ability to work well with all levels of the organization

Environmental Superintendent

The role of Environmental Superintendent reports to the Environmental Manager and is responsible to be the on-site environmental lead and be the point of contact for the Environmental team. Oversees and supervises the day-to day construction activities of the team and consultants.

Job Details

Main Responsibilities

- Be the on-site environmental lead
- Be the main point of contact for the Environment team with site Operational team, superintendents and managers
- Accountability for implementation and adherence to the mine's regulatory requirements, environmental and social commitments, including compliance/ sustainability assurance and reporting
- Accountability for water, waste, wildlife, reclamation, aquatic health monitoring programs (e.g., fisheries, environmental effects monitoring, land disturbance and biodiversity management), and other site environmental programs, including work plan development, scheduling, lead field programs, data assimilation, interpretation, and drafting reports
- Mentoring and coaching of environmental field crews, Indigenous monitors and consultants to ensure completion of field programs (including mentoring of strong field data collection skills)
- Complete compliance audits against permit/ licence requirements and social obligations
- Assist with preparation of permit applications and track approvals, or amendments as required
- Involvement in leading preparation and execution of regulatory reporting (quarterly, annual)
- Commitment to health and safety and cultural awareness programs
- Coordinate health and safety requirements (contractor/consultant) for implementing field programs, including spending time directly in the field as required
- Familiarity with relevant BC and federal legislation and regulations (e.g., Environmental Management Act, Mines Act, HSRC, Fisheries Act)

Requirements

Education

- Bachelor's degree in Biology, Environmental Science, or a related Natural Resources Management field

Experience

- Minimum of 5-7 years of experience, preferably in a mining environment with experience leading and supervising teams accountable for monitoring and compliance programs

Other

- Strong technical writing and data analysis skills
- Current registration or eligible for registration in a professional discipline (e.g., EP, P.Ag, R.P.Bio.)
- Experience with off-road vehicles (e.g., snowmobiles, ATV's/UTV's, boats)
- BC Mines' Supervisor certification and Occupational First Aid are considered strong assets

Environmental Coordinator

The role of Environmental Coordinator reports to the Environmental Superintendent and is responsible to ensure environmental activities are in compliance with regulations, policies and standards. Implements reporting and permitting and deals with environmental, safety and emergency response related issues.

Job Details

Main Responsibilities

- Ensure maintenance of environmental quality throughout the mine and all on-site activity is performed following the highest environmental standards
- Ensure that all mining activities adhere to the environmental policies and regulations and standards are met or exceeded.
- Conduct regular inspections of the site and work areas, advising management of any compliance issues or violations to permit conditions
- Identify activities that could be harmful to the environment and implement methods to improve or prevent them
- Oversee the location and storage of hazardous materials
- Assist in the establishment of various environmental protection programs such as waste and hazardous waste management, water quality, sediment control, fuel storage and handling, protection of culturally sensitive areas and wildlife protection
- Provide assistance in the completion of environmental reports and presentations for government agencies as required ensuring compliance with permit obligations
- Ensure that site employees are clearly aware of environmental impact
- Assist in providing all staff with an environmental orientation in accordance with the established policy
- Assist in the establishment of an Emergency Spill Response Plan and train site employees on the appropriate procedures
- Conduct training sessions in environmental and emergency procedures

Requirements

Education

- Technical diploma in Environmental Studies or other related discipline

Experience

- 2 - 5 years experience in environmental analysis

Other

- Working knowledge of applicable legislation relevant to mining
- Effective communication skills with both internal and external contacts
- Attention to detail with excellent organizational skills
- Ability to work with all levels within the organization

Enviro. Compliance / Database Coordinator

The role of the Environmental Compliance and Database Coordinator reports to the Environmental Superintendent and is responsible for the database of the Environmental team. Implements, supports and manages databases according to the needs of the team.

Job Details

Main Responsibilities

- Coordinate the migration and integration of all pre-mining environmental data (e.g., climate data, water quality data, wildlife observations) from consultant databases into a central database
- Analyze water chemistry trends, hydrology data, groundwater records, etc. from the regional watersheds and Blackwater Mine sub-watersheds
- Compare environmental data against permit criteria advising of any issues and prepare and present regular reports to internal and external audiences
- Maintain the legal compliance register in the central database including but not limited to social commitment and obligations, permit and authorization conditions, ESG standards, other requirements, etc.
- Maintain the environmental inspection database including tracking inspection action items raised and following up with the environmental manager, senior environmental coordinator and others as required on upcoming and overdue action items
- Act as a backup field team member to support collecting samples and monitoring data outlined by environmental permits and regulations
- Support the development of and assist in writing activity and monitoring reports for compliance with environmental permits and regulations
- Familiarity with relevant BC and federal legislation and regulations (e.g., Environmental Management Act, Mines Act, HSRC, Fisheries Act)

Requirements

Education

- Bachelor's degree in Biology, Environmental Science, or a related Natural Resources Management field

Experience

- Minimum of 3-5 years of experience, preferably in a mining environment with experience in monitoring and compliance programs, experience with environmental monitoring databases, software, and compliance programs

Other

- Strong technical writing and data analysis skills
- Current registration or eligible for registration in a professional discipline (e.g., EP, P.Ag, R.P.Bio)
- Experience with off-road vehicles (e.g., snowmobiles, ATV's/UTV's, boats)
- Occupational First Aid considered a strong asset

Water Resources Engineer

The role of the Water Resources Engineer reports to the Environmental Manager and is the main point of contact for the mine site construction of water management structures. Oversees the progress of the day-to-day construction activities of the water management structures.

Job Details

Main Responsibilities

- Develop a site based, proactive process for water management as part of mine planning to deliver efficiencies in mine development, operations, and regulatory authorizations
- Proactively manage risks from project findings and risks associated with regional water quality modelling and site operations
- Collaborate with the engineering, operations, processing, permitting and other business unit teams to inform water management decisions
- Identify water management issues and undertake analysis to support responsible decision making
- Identify operational water supply needs, supply risk, and develop feasible mitigation based on defined permitted mine life water needs
- Ensure regulatory commitments relating to water management plans and water management facilities are met
- Commitment to health and safety and cultural awareness programs
- Familiarity with relevant BC and federal legislation and regulations (e.g. Environmental Management Act, Mines Act, HSRC, Fisheries Act)

Requirements

Education

- Engineering or Science degree in Environment, Geochemistry, Hydrology, Hydrogeology, or related field with a post-graduate qualification preferred

Experience

- Minimum of 5 years hydrology (surface water) and or hydrogeology experience, preferably in the mining industry
- Experience leading development and implementation of water management plans and programs (e.g. GoldSim), and risk evaluation of water quality and quantity
- Minimum 5 - 10 years demonstrated experience in roles of progressively increasing responsibility in project management and delivery

Other

- Technical knowledge of federal and provincial mining water practices and regulations is required
- Professional designation and meeting the BC provincial requirements of a qualified professional in a water-related field is an asset
- Strong interpersonal and communication skills with a demonstrated ability to relate to all levels internally and externally, and in both formal and informal settings
- Ability to thrive in a team environment
- Ability to thrive in a fast-paced environment, including leading change, and making recommendations

Indigenous Relations Manager

The role of Indigenous Relations Manager reports to the Indigenous and Community Relations Director and is responsible for the Indigenous relations aspects of the mine. Implements processes, programs and communications that result in positive and sustainable effects of the mine on local Indigenous nations. A strong commitment to safety and environmental stewardship is essential for success in this role.

Job Details

Main Responsibilities

Responsibilities include, but are not limited to:

- Development of strong relationships with Indigenous communities and key stakeholders
- Communication of mine updates and information in various forums
- Implementation and tracking of commitments in agreements with Indigenous communities
- Work with Business Opportunities team to implement business development contracts
- Work with the Human Resources team on employment, training and education initiatives
- Adhere to mine environmental and social commitments
- Budgeting and office management

Requirements

Education

- A Bachelor's degree in a related field is preferred

Experience

- A minimum of 10+ years progressive experience in Indigenous and/or Community Relations
- Experience in implementing project agreements with Indigenous communities is strongly preferred
- Experience in communication of technical information in plain language would be an asset
- Experience in supervision of staff

Other

- Must possess solid communication skills, the ability to communicate with care and discretion and a keen ability to listen
- Must possess skills related to report writing, public speaking, organization of events and meetings, and development of communication tools (newsletters, website updates, etc.)
- Able to work as part of a team
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills with keen attention to detail
- Strong technology skills are an asset, particularly expertise with Microsoft PowerPoint, Word, Excel, Outlook, Teams and SharePoint
- Must hold a valid driver's licence and be willing and able to travel throughout the region including overnight as required by the work

Indigenous & Community Relations Coordinator

The role of Indigenous and Community Relations Coordinator reports to the Indigenous Relations Manager and is responsible for coordinating Indigenous relations and community aspects of the mine. Implements processes, programs and communications that result in positive and sustainable effects of the mine on local Indigenous and nearby communities. A strong commitment to safety and environmental stewardship is essential for success in this role.

Job Details

Main Responsibilities

- Work with local Indigenous communities to identify opportunities to empower their communities through the development of independence and sustainability
- Primary focus on the development and implementation of business development contracts, employment, education/training, scholarships, and community development
- Maintain mutually beneficial relations with local Indigenous communities
- Coordinate and facilitate meetings between Indigenous and Artemis Gold company management
- Identify and assess the needs and capabilities of the Indigenous communities and how the Company can support them to build a mutually beneficial relationship
- Work with Human Resources to develop an Indigenous recruitment and training strategy
- Promote collaborative partnerships to enhance Indigenous with personal development and job readiness skills
- Promote Indigenous cultural awareness within the Company
- Coordinate information sessions in Indigenous communities
- Coordinate closely with consultants concerning the stakeholder engagement and consultation program
- Ensure the Mine Management team is aware of issues that may affect mine activity
- Liaise with legal counsel to ensure that proper Indigenous consultation is being completed and documented

Requirements

Education

- 4-year bachelor's degree in a related field

Experience

- Experience overseeing similar types of agreements
- Equivalent combination of formal education and experience
- Experience working with Indigenous communities, council, administration, education/training institutions and stakeholders

Other

- Ability to work within both industry standards and the Indigenous culture
- A strong team player with the ability to prioritize, manage multiple tasks and manage high stress incidents
- Highly developed communication and strong relationship building skills

Indigenous Community Liaison

The role of Indigenous Community Liaison reports to the Indigenous Relations Manager and is responsible for coordinating Indigenous relations aspects of the mine. Implements processes, programs and communications that result in positive and sustainable effects of the mine on local Indigenous communities. A strong commitment to safety and environmental stewardship is essential for success in this role. The role will be based in/near the local Indigenous communities of the mine region.

Job Details

Main Responsibilities

- Maintain mutually beneficial relations with local Indigenous communities more generally
- Coordinate communications initiatives with Indigenous communities
- Identify and assess the needs and capabilities of the Indigenous communities and how the Company can support them to build a mutually beneficial relationship
- Support the development and implementation of an Indigenous recruitment and training strategy
- Promote collaborative partnerships to enhance Indigenous nations with personal development and job readiness skills
- Communicate to Indigenous community members about the contract opportunities
- Support Indigenous entrepreneurs and identify possible business development resources
- Research funding sources to further education/training opportunities
- Promote Indigenous cultural awareness within the Company
- Coordinate information sessions in Indigenous communities
- Ensure the Mine Management team is aware of issues that may affect mine activity
- Participate in corporate social responsibility activities related to Indigenous nations
- Collaborate with the technical team to ensure that Indigenous traditional knowledge is considered during the site development and design processes

Requirements

Experience

- Experience building partnerships and working with Indigenous businesses, community members, governments, and organizations would be considered an asset
- Ability to provide guidance and support on cultural context and protocols

Other

- Must possess a high level of integrity and personal accountability
- Must demonstrate good judgement, ability to deal with complex and sensitive issue
- Team player with highly developed communication and strong relationship building skills
- Must be able to travel
- A valid driver's licence is required

Community Relations Manager

The role of Community Relations Manager reports to the Indigenous and Community Relations Director and ensures that effective company relations with the local communities are maintained. Coordinates communications that are consistent with the Company's community relations strategies and goals. Acts as liaison for the Company with the local communities and other stakeholders. Plays a key role in development of public awareness of the Company.

Job Details

Main Responsibilities

- Plan and implement various communication vehicles, including but not limited to the print and electronic newsletters, annual report, information brochures, website, press packets, blog, and social media
- Coordinate the transmission of the Company messages into the community
- Establish communication means for the community to relay their messages to the Company
- Display a presence in the community by participating in local events
- Develop and implement communication, marketing and social media plans
- Research and provide educational presentations to local community groups, including schools and local businesses, to raise awareness of the Company
- Respond to inquiries from the media
- Track media trends and issues
- Follow community developments and listen to concerns, providing feedback and recommendations to management and assist in developing plans to deal with sensitive community issues
- Coordinate closely with consultants concerning the stakeholder engagement and consultation plans

Requirements

Education

- Degree in Communications or other related discipline

Experience

- 3 years of experience in Communications, Community Relations and related fields

Other

- Extensive knowledge of the communities in the region
- Proven experience in producing public relations and marketing materials
- Excellent verbal and written communication skills
- Superior interpersonal, analytical and organizational skills with the ability to work effectively with internal and external contacts
- Knowledge of mine site operations

Community Office Coordinator

The role of Community Office Coordinator reports to the Community Relations Manager and provides administrative support for the Blackwater Mine office. Coordinates community events and assists in preparing communication materials. A strong commitment to safety and environmental stewardship is essential for success in this role.

Job Details

Main Responsibilities

- Act as the initial point of contact for the community office for in-person, telephone, and e-mail communication
- Assist with tracking receipts and invoices
- Administer the Blackwater Mine sponsorship and donation program
- Maintain hardcopy and electronic files, including SharePoint, stakeholder records and maintain the local business directory
- Maintain and cultivate e-distribution readership list
- Provide administrative support and purchasing for camp start-up, closure, reclamation, field studies and other camp activities
- Support recruitment activities by collecting resumes
- Plan, coordinate, and assist in the design and manage delivery of newsletters, fact sheets, web page updates, presentation materials, and e-distribution list communications
- Create templates for presentation materials as required
- Assist with a variety of community events, including open houses, citizen forums, community meetings, focus groups, stakeholder meetings, site tours, conferences, and tradeshows

Requirements

Education

- Diploma or certificate in office or business administration

Experience

- A minimum of 3 years experience in administration, communications and community relations
- Experience in planning, coordinating and supporting public events

Other

- Excellent verbal and written communication skills
- Excellent organizational skills and ability to set priorities
- Ability to work effectively and professionally with the public
- Ability to work independently and as a member of the team
- Strong computer and graphic design skills, including MS Office programs
- Ability to maintain confidentiality and privacy requirements
- Knowledge of the mining industry considered an asset

Regional Business Opportunity Manager

The role of Regional Business Opportunity Manager reports to the General Manager and is responsible to develop and maintain relationships with our partner Indigenous communities. Facilitates the development of business opportunities and contracts as described in the Impact Benefit Agreements.

Job Details

Main Responsibilities

- Develop and maintain strong relationships with our partner Indigenous communities
- Understand the culture and needs of each of the Indigenous communities that are impacted by the Blackwater Mine, even those that do not have Impact Benefit Agreements in place
- Facilitate the development of business opportunities and contracting as described in the Impact Benefit Agreements in place, or that may be put in place
- Participate in business opportunity negotiations and other relevant aspects of Impact Benefit Agreements with Indigenous communities that are currently being negotiated
- Work with the Indigenous communities to schedule all meetings and help to facilitate active discussion with the group to maintain compliance with the Impact Benefit Agreements
- Collaborate from the onset of any proposed contract opportunity with the Indigenous communities and assist in developing or executing a strategy and processes that ensures the Company is meeting the requirements of the Impact Benefit Agreements
- Act as the lead for the Company to communicate, in both written and oral formats, upcoming business opportunities to the Indigenous communities and keep them updated on any progress or changes, including general Blackwater Mine updates
- Participate as a Blackwater Mine team on the Joint Implementation Committee (JIC) as defined in the Impact Benefit Agreements

Requirements

Education

- Bachelor's degree in Business or related subject

Experience

- 7 - 10 years experience in working with Indigenous communities
- Demonstrable knowledge of impact benefit agreements

Other

- Highly developed negotiation and strategic skills
- Substantial direct and demonstrable experience with remote natural resource operations and the vendors that provide services to them
- Exceptional communication and presentation skills, particularly in presenting business cases and mine information in a concise and succinct manner
- Must hold a valid driver's licence and be willing to travel throughout the region
- Self-starter who can work autonomously, and alternatively thrives in a group dependent and interactive task environment

Regional Business Opportunity Coordinator

The role of Regional Business Opportunity Coordinator reports to the Regional Business Opportunity Manager and will represent Artemis in identifying qualified vendors to provide services and supplies to the construction and operation of the Blackwater Mine. Building on established relationships with vendors, the Coordinator will help to facilitate introductions and partnerships between the vendors and Indigenous communities to ensure Artemis' partner communities benefit from the Blackwater Mine long-term.

Job Details

Main Responsibilities

- Facilitate the development of business opportunities and contracting for the businesses and the Indigenous in the communities in which we operate
- Collaborate from the onset of any proposed contract opportunity with the Indigenous communities and local businesses, and assist in developing or executing a strategy and processes that ensure the Company is meeting the commitments of the Impact Benefit Agreements and to the local businesses
- As a company representative, support the planning and agenda setting for Business Opportunity Committee meetings (BOC) and facilitate when necessary
- Attend Joint Implementation Committee meetings (JIC) and report on business opportunity activities
- Develop relevant materials, reports, and communications necessary to maintain relationships with Indigenous communities and local businesses
- Organize professional development workshops for Indigenous and local businesses to expand commercial capacity
- Identify funding sources to support capacity building and business development
- Coordinate meetings, agendas, and travel
- Coordinate attendance at tradeshows and events
- Perform administrative duties for Business Opportunities Committee meetings and related events including scheduling, drafting agendas, and recording minutes

Requirements

Education

- Bachelor's degree in Business, Engineering, or related subject

Experience

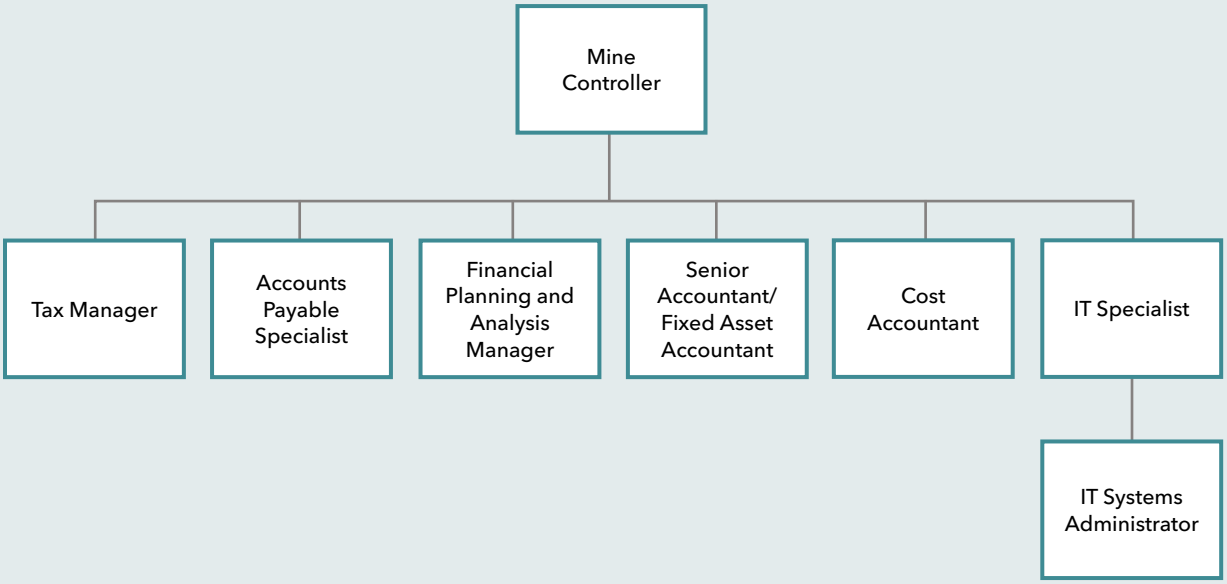
- 5+ years of related professional experience
- Previous exposure to the mining industry an asset

Other

- Have a strong business acumen; experience working in business development or economic development is an asset
- Must be a safety leader and respect the traditional territories and diverse cultures of neighbouring Indigenous communities
- Awareness of remote natural resource operations and the vendors that provide services to them

Finance

Organization Chart



FINANCE

Mine Controller

The role of Mine Controller reports to the General Manager of Blackwater with functional accountability to the Vice President Finance. Responsible for the financial planning and management reporting, treasury management, month-end reporting, and a liaison with supply chain and procurement.

Job Details

Primary Responsibilities

- Drive the planning cycle for annual budgets, quarterly forecasts, and life-of-mine plans
- Oversee preparation of monthly management reports, leveraging system capabilities to deliver timely, value-added analyses, key metrics, and reports to support team cost reviews
- Provide technical (financial reporting) guidance to the operational staff when required
- Prepare cash flow forecasts for the operations and submit timely cash calls to head-office
- Oversee disbursement of payments in accordance with the Company's delegation of authority
- Ensure integrity of the accounting records through supervision of accounting staff and implementation of appropriate fit-for-purpose business processes
- Liaison with Supply Chain Management and Procurement
- Lead internal and external audit engagements, ensuring controls are in place to safeguard the Company's assets
- Overseeing the Tax Manager, ensure implementation of the appropriate business processes to comply with the requirements of federal and provincial income and sales taxes
- Promote safety and ethical operations throughout their business dealings

Requirements

Education

- University degree in Accounting and an accounting designation (CPA)

Experience

- Minimum 10 years of progressive experience, with experience in a managing role within an operating mining or heavy industrial company
- Experience in the use of corporate ERP systems

Other

- Advanced Microsoft Excel skills
- Team player with a service-delivery focus, good business acumen, ability to adapt to change in a growing company
- Excellent organization and time management skills, critical thinking, and the ability to manage and prioritize multiple tasks to meet both internal and external deadlines
- Travel to the mine site will be expected

Tax Manager

The role of Tax Manager reports to the Mine Controller and is responsible for accurately preparing and filing tax documents. Develops tax strategies and polices that help the Company maintain compliance with tax laws and regulations.

Job Details

Main Responsibilities

- Execute corporate and transactional tax planning and tax compliance
- Manage federal and provincial tax exposures independently and effectively
- Administer compliance with PST and import duties
- Prepare and file tax returns
- Prepare quarterly and annual tax provisions and maintain tax accounting records in compliance with CRA
- Research tax issues and prepare internal and external memoranda
- Liaise with tax authorities on tax filings, audits and appeals
- Anticipate, identify, and resolve tax issues
- Responsible for managing both external and internal tax-related relationships
- Support the senior management in implementing tax efficient structure and tax planning projects
- Cooperate with tax advisors on complex tax issues in relation to past and future tax position of the group

Requirements

Education

- CPA designation
- Completed, enrolled in or willing to enroll in the CICA In-Depth Tax Course

Experience

- Minimum of 5+ years in the tax specialty
- Prior experience in mining industry considered an asset
- Prior experience administering BC Mineral Resource Tax an asset

Other

- Excellent time management skills
- Innovative thinking
- Self-starter, able to work independently
- Strong interpersonal, technical and communication skills
- Ability to multi-task and work under pressure
- Commitment to excellence and attention to detail
- Problem solver with solid analytical skills
- Empathetic
- Team-orientated

FINANCE

Senior Accountant

The role of Senior Accountant reports to the Mine Controller and is responsible to oversee and administer the internal accounting function including general accounting, cash management, cost analysis as well as financial reporting to meet the business objectives of the organization. Also, analyzes requirements and recommends system controls and protocols.

Job Details

Main Responsibilities

- Evaluate reconciliation of balance sheet accounts
- Review month-end and year-end reconciliations and related processes
- Prepare and analyze all inter-company transactions
- Review applicable tax remittances
- Maintain capital asset and depreciation sub ledger
- Oversee accounts receivable billings and reconciliations
- Review and prepare semi-monthly cash forecasts
- Provide data and recommendations on cash flow management
- Prepare month-end reports and analysis for management and team leads
- Review and provide supporting documentation / reconciliations to internal and external auditors as required
- Provide statistical surveys to external agencies, including applicable regulators
- Month-end and year-end processing and reporting
  - Prepare pay period reports
  - Conduct month-end payroll processing
  - Prepare year-end payroll reports
- Provide payroll related information to employees

Requirements

Education

- Degree in Business Administration, Accounting or Finance
- CPA Designation (CMA,CA,CGA)

Experience

- 5 - 7 years of professional accounting experience
- 3 years of experience in a supervisory role

Other

- Skilled in Microsoft Excel, Word and PowerPoint
- Detail-oriented
- Excellent communication skills, both oral and written
- Ability to work well with all levels of the organization

Accounts Payable Specialist

The role of Accounts Payable Specialist reports to the Mine Controller and is responsible for the accurate and timely processing of payments. Performs the accounts payable process including the processing of purchase orders and the payment of invoices, and expense reports. This position also provides administrative support where required.

Job Details

Main Responsibilities

- Sort invoices on a daily basis
- Code and enter invoices into AP sub ledgers
- Photocopy all invoices that need to be sent off site for approval by managers
- Ensure all approvals are obtained before invoices are forwarded for payment
- Assist with disbursements (cheques, wire transfers) and obtaining approvals as needed
- Assist with new vendor credit applications, obtain new vendor approvals and maintain the vendor filing system
- Maintain accounts payable filing system specifically, sorting, matching, stapling and filing of all invoices and cheques
- Process expense reports
- Review vendor statements for accuracy and call for missing invoices
- Issue and enter purchase orders, obtain internal approvals and maintain filing system
- Handle phone calls from staff and vendors related to purchases
- Match purchase orders to invoices
- Track open purchase order status
- Track standing purchase orders

Requirements

Education

- Grade 12 diploma or GED preferred but not essential
- Completion of certificate in Accounting (one year) or other related discipline

Experience

- Minimum 1 year of experience in an office environment

Other

- Excellent oral and written communication skills with both internal and external contacts
- Detail-oriented with excellent organizational skills and ability to effectively prioritize job duties
- Ability to work with all levels of the organization
- Ability to work with others in a team environment

FINANCE

Financial Planning and Analysis Manager

The Financial Planning and Analysis Manager reports to the Mine Controller and is responsible for the forecasts and analysis of the mine's financial and performance activities. Working through performance and financial lenses, this role acts as a pivotal partner to support key decision making, building forecast models, assisting in reporting activities and providing analysis to assist management in their decision making processes.

Job Details

Main Responsibilities

- Providing general analysis on the Company's financial health and highlighting risks and opportunities
- Assisting with assumption modelling for forecasts
- Producing forecasts that reflect the best information on hand at the time
- Contributing to senior management presentations
- Providing variance analysis and providing direction where there are discrepancies between actuals, forecasts or budget
- Conducting the budgeting process
- Conducting and sharing proactive analysis based on business gaps and trends
- Driving continued efficiencies within the overall process while providing clear outputs and insights
- Ensuring continuous business partnering with other disciplinary teams to promote efficiencies, improve forecasting and to provide clarity to business decision making

Requirements

Education

- Bachelor's degree in Finance or a related field
- Working towards a CPA designation or other field-related professional designation considered an asset

Experience

- Minimum 3 years progressive financial analysis experience or in a financial planning and analysis role
- Prior experience in mining industry considered an advantage
- Solid understanding of reporting structures
- Experience with financial modelling

Other

- Appreciate and recognize diversity; listen to others and consider all perspectives
- Excellent time management skills
- Innovative thinking
- Self-starter, able to work independently
- Strong interpersonal, technical and communication skills
- Ability to multi-task and work under pressure
- Commitment to excellence and attention to detail
- Problem solver with solid analytical skills
- Team-orientated

Cost Accountant

The Cost Accountant reports to the Mine Controller and works with the Accounting team to provide accurate accounting of costs for the mine. Responsible for the effective reporting of internal and external financial records and analyses.

Job Details

Main Responsibilities

- Lead and manage assisting with the submission of the annual budget, forecasts and any other required scenario models
- Complete month-end tasks which include accruals, financial and physical models, cost reviews, cost allocations, corrections, variance analysis and reporting
- Reporting requirements include site and corporate month-end reporting and any other requested information
- Reconcile and report monthly, quarterly and annual capital spending
- Provide initiatives to streamline processes
- Review vendor forms for completeness
- Prepare and lead team training sessions
- Maintain and demonstrate the Company's commitment to safety and environmental protection as a core value

Requirements

Education

- CPA Designation or working towards

Experience

- 3-5 years of relevant experience in cost accounting
- Experience in forecasting and budgeting
- Knowledge or experience in manufacturing or mining will also be considered an asset

Other

- Advanced Microsoft Office skills
- Ability to work in a team environment, as well as independently
- Ability to identify and drive improvements in systems and reporting
- High attention to detail and accuracy combined with the ability to analyze big picture scenarios

FINANCE

IT Specialist

The role of IT Specialist reports to the Mine Controller and plans the design, implementation and functioning of the information technology systems and applications. Supervises the information technology activities.

Job Details

Main Responsibilities

- Supervise the IT team and provide them with technical advice
- Maintain IT operations and assist in initiating improvements
- Participate in the selection, installation and use of computers and software
- Provide input and advice on IT issues and planning
- Provide input into the preparation of budgets for the IT team
- Ensure the security of information systems is maintained
- Establish and implement IT policies and procedures
- Stay abreast of new equipment, systems and programming techniques that would be beneficial to the organization
- Review the communication infrastructure, ensuring it satisfies the Company's operational requirements
- Obtain the best alternatives and pricing framework from service providers for communication services
- Work with IT hardware and software suppliers to build strong relationships, ensure efficiency, consistency and cost savings
- Supervise the voice and data communications contracts

Requirements

Education

- Degree in Computer Science
- Professional designation or certification in related area

Experience

- 5 - 8 years of IT experience
- 3 years of supervisory experience

Other

- Effective communication skills with internal and external contacts
- Technical skills and knowledge in hardware and software installations and maintenance
- Ability to work effectively with all levels of the organization

FINANCE

IT Systems Administrator

The role of IT Systems Administrator reports to IT Specialist and assists with coordinating the effective design, implementation and function of information technology systems and applications. Provides support to the information system activities.

Job Details

Main Responsibilities

- Maintain IT operations and assist in initiating improvements
- Support the selection, installation and use of computers and software
- Provide input and advice on IT issues and planning
- Provide support with respect to operation and development budgets for IT
- Maintain the security of information systems
- Support IT policies and procedures
- Stay abreast of new equipment, systems and programming techniques that would be beneficial to the organization
- Maintain the communication infrastructure, ensuring it satisfies the Company's operational requirements
- Obtain the best alternatives and pricing framework from service providers for communication services
- Work with IT hardware and software suppliers to build strong relationships, ensure efficiency, consistency and cost savings

Requirements

Education

- Degree in Computer Science or other related discipline

Experience

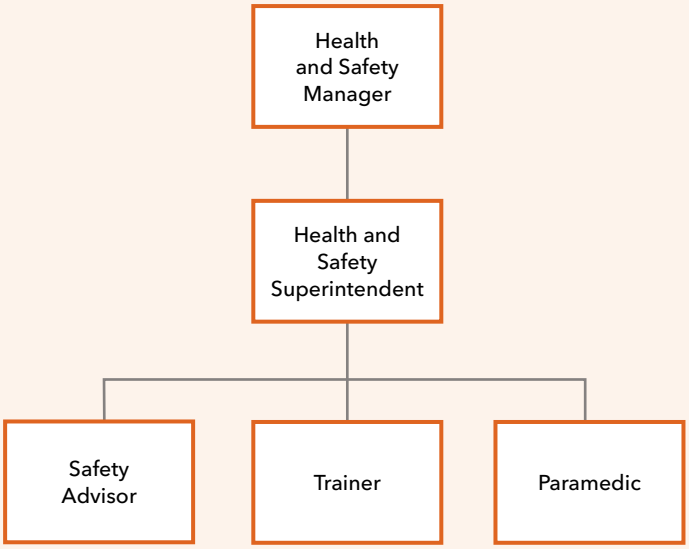
- 3 - 5 years of IT experience

Other

- Experience with application systems.
- Technical skills and knowledge in hardware and software installations and maintenance

Health and Safety

Organization Chart



Health and Safety Manager

The role of Health and Safety Manager reports to the General Manager and is reponsible to manage and implement the activities of the Heath and Safety team, ensuring consistency with the Company's long-term strategies. Develops, implements and maintains safety programs and procedures that promote safe and healthy working conditions for the mine and ensures emergency preparedness programs are in place. Ensures safety policies and procedures are in compliance with governmental safety regulations.

Job Details

Main Responsibilities

- Develop and implement safety programs and procedures
- Promote a safe and healthy work environment
- Establish, implement and manage safety policies, programs and procedures for the mine
- Coordinate staff training in areas such as safety laws and regulations, hazardous condition monitoring and use of safety equipment
- Conduct safety checks, inspecting facilities, machinery and safety equipment to identify and correct potential hazards and to ensure safety regulation compliance
- Review industrial accidents, near-miss incidents and occupational injuries to determine causes, establish preventive measures and oversee return-to-work activities
- Report to site management on the safety status of the mine and recommend solutions for improving safety records
- Ensure employees and management are kept informed on safety strategies, policies and procedures and that they fully understand the expectations and the consequences of non-compliance
- Take a leading role in the employment and development of the Heath and Safety team
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training

Requirements

Education

- University degree in a safety related discipline
- Professional designation or certification in related area

Experience

- 8 - 12 years of safety management experience in a mining environment
- 5 - 7 years of supervisory experience
- A combination of education and experience may also be considered

Other

- Sound understanding of the *Occupational Health and Safety Act* and all applicable codes and regulations related to the mining industry
- Ability to remain calm under pressure

Health and Safety Superintendent

The role of Health and Safety Superintendent reports to the Health and Safety Manager and leads the development of the Health and Safety Team. Provides technical advice, support and coaching as well as plays a key leadership role in influencing line management in the fulfilment of their health and safety accountabilities.

Job Details

Main Responsibilities

- Lead, coach, and mentor the Heath and Safety and Training team
- Develop and continuously improve Blackwater's safety and training management standards, procedures, tools, and programs to enable the operations to effectively manage safety risk
- Visibly lead and coach safe behaviors, coaching leaders in hazard identification, risk management processes including risk assessments, workplace interactions and recognized incident investigation processes
- Govern the incident management process, verifying the quality of event and incident reporting, and ensuring incident investigations are completed to the required standard
- Accountable for accurate and timely reporting of safety performance and the progress of safety improvement programs as well as supporting consolidated month-end reporting
- Supporting the site HSE Committee to collaboratively develop and implement health and safety focus areas and corrective actions
- Facilitate the review of training standards, policies and procedures to ensure legislative compliance
- Establish and maintain effective budget management and cost control
- Under the direction of the Health and Safety Manager develop the Mine Rescue Team emergency response team at the Blackwater Mine
- Facilitate all training and personnel qualifications to support the emergency response plans and procedures in accordance with the revised *2021 Health, Safety and Reclamation Code*

Requirements

Education

- Degree educated in a related field

Experience

- 5-10 years experience in health and safety capacity
- Surface mining health and safety experience
- Health and safety leadership experience

Other

- Excellent communicator
- Strong ability to influence at all levels
- Must be a proven leader in all aspects of health and safety
- Must have a good understanding of the provincial OHS regulations and previous experience with structured safety programs

Safety Advisor

The role of Safety Advisor reports to the Health and Safety Superintendent and promotes, coordinates and implements activities to maintain and improve high levels of safety and security. Develops and implements programs and activities necessary to prevent incidents that may result in personal injury or property damage and provides necessary safety training for management and staff.

Job Details

Main Responsibilities

- Inform supervisors and staff about the health and safety content of training courses
- Work with other mine teams to determine current safety and training issues
- Respond to queries and provide information to all employees and safety committees
- Implement and control security systems and procedures throughout the mine site
- Coordinate the safety security programs and ensure that they are effective
- Ensure that employees that are required to, attend the training sessions
- Maintain records ensuring they are in compliance with company guidelines
- Provide training for employees to enable them to perform their duties safely
- Ensure new employees, contractors and visitors attend introduction training programs

Requirements

Education

- College or technical diploma in a related field
- First Aid / Emergency Response Training
- Experience in safety and security in the mining field

Experience

- 3 - 5 years of related experience
- A combination of education and experience may also be considered

Other

- Comprehensive knowledge of the *Occupational Health and Safety Act* and *Regulations for Mines and Mining Plants*
- Mine rescue training and loss control methods
- Strong organization skills with the ability to plan and schedule programs and activities
- Effective communication and interpersonal skills
- Ability to work with all levels of the organization

Trainer

The role of Trainer reports to the Health and Safety Superintendent and ensures that all employees have the necessary training required to perform their duties. Determines training requirements, develops and maintains training courses, manuals, materials and evaluation procedures as a subject matter expert in their functional team.

Job Details

Main Responsibilities

- Determine training needs or voids
- Identify the source of any voids and determine the method to close them
- Supervise experienced employees who are providing additional training
- Provide internal and external training
- If required, purchase training modules
- Prepare material and tests for individual training modules and needs
- Ensure that training materials are reviewed by peers and supervisor prior to implementing
- Ensure all employees have been properly signed off for equipment they are operating
- Maintain employee files ensuring they are up to date with all training records
- Ensure all files are complete, consistent with applicable Labour Standards
- Work with the Heath and Safety team and other Mine teams to establish training procedures to be used throughout the mine site

Requirements

Education

- Grade 12 diploma or equivalent
- Related technical diploma or certification in field of expertise
- Applicable licences and certifications for all equipment, machinery and tools used in training

Experience

- Minimum 3 years of experience in a mine environment, preferably in a workforce training capacity

Other

- Excellent oral and written communication skills with both internal and external contacts
- Ability to organize and prioritize job duties
- Detail-oriented excellent organizational skills
- Ability to handle a high level of confidentiality
- Ability to work with others in a team environment
- Pleasant and courteous in interpersonal interactions

Paramedic

The role of Paramedic reports to the Health and Safety Superintendent and is responsible to provide emergency response, medical assessment, primary health care, chronic disease management, injury prevention, health promotion, medical referral and coordinate emergency medical evacuations as needed for workers at the mine site.

Job Details

Main Responsibilities

- Respond to calls for assistance
- Administer first aid and level-appropriate care based on local regulations
- Properly assess injuries and the coordination for appropriate transportation to medical facilities
- Effective communication with Health and Safety Team, EMS personnel and medical facility staff
- Assist site safety personnel with safety related duties and inspections
- Provide detailed documentation of medical and safety related incidents, including case histories and health examination reports
- Prepare accident reports for workers' compensation or other purposes as directed
- Maintain an adequate medical supply inventory as required
- Participates in training of First Aid/Rescue Teams as assigned
- Coordinate with Safety Coordinators in maintaining the most safe and secure construction site environment
- Conduct occupational health screens as approved in scope of practice and per standard operating procedures
- Create assessment templates/checklist to assess injuries and progress
- Create modified/case management options for each injury
- Do first aid training during the tailgate meetings/POD

Requirements

Education

- Successful completion of an accredited Primary Care Paramedic program

Experience

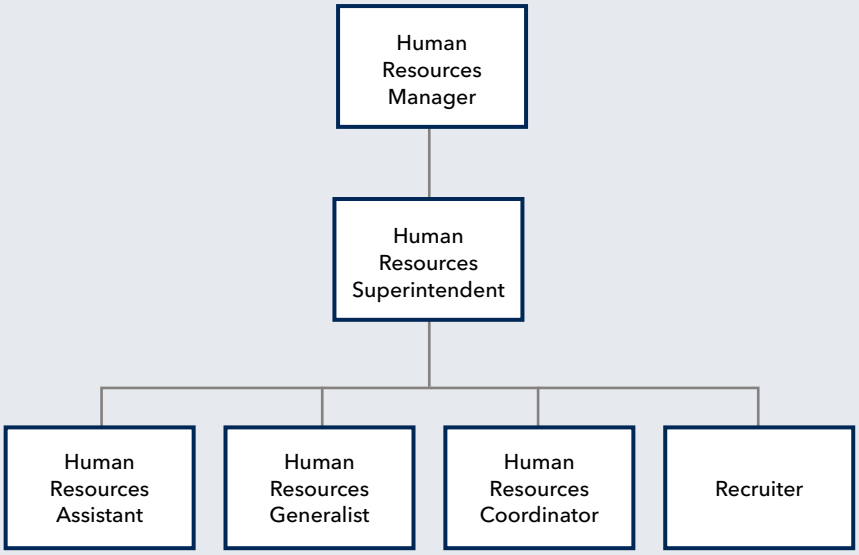
- Active registration as Primary Care Paramedic
- Previous experience in construction or project sector as medic an asset

Other

- Willingness to work shift work if required
- Physically capable of working in adverse weather environment and conditions
- Ability to work well within a team environment
- Current and clean driver's abstract

Human Resources

Organization Chart



Human Resources Manager

The role of Human Resources Manager reports to the General Manager and implements the Human Resources strategy including the administration of programs and practices related to orientation, compensation and benefits, health and safety and recruitment and selection. Ensures all employees are kept informed about human resources related matters.

Job Details

Main Responsibilities

- Work with managers and the Human Resources team to develop and implement human resources programs and services
- Ensure all employees are informed about human resources programs, service changes, employment legislation and day-to-day human resource matters
- Contribute to the design of human resources programs and initiatives and ensure they are successfully implemented and understood
- Provide information to employees about career planning, conflict resolution and other matters as requested
- Determine if there are skills gaps in any areas of the organization and coordinate training and other initiatives to address these areas
- Manage compensation and benefits programs
- Oversee the administration of compensation programs ensuring internal equity and compliance with company policies
- Ensure benefits providers are providing best service at competitive rates, review and reconcile all related billings
- Reply to queries regarding compensation and benefits programs and resolve issues
- Manage the advertising, screening, interviewing and selection process of all new hires
- Oversee the orientation process for new employees and ensure they are aware of job requirements and health and safety standards
- Manage all employee exit processes, including severance calculation, termination package preparation and meeting with affected employees

Requirements

Education

- Degree in Business Administration or Human Resources Management or other related discipline
- CHRP designation

Experience

- 8 - 12 years of human resources experience
- 3 years of experience in a supervisory role
- Experience with compensation and benefits administration

Other

- Strong communication and leadership skills
- Attention to detail with excellent organizational skills
- Sound judgment in resolving issues

Human Resources Superintendent

The role of Human Resources Superintendent reports to the Human Resources Manager and supports the Human Resources strategy including the administration of programs and practices related to orientation, compensation and benefits, health and safety and recruitment and selection. Ensure all employees are kept informed about human resources related matters.

Job Details

Main Responsibilities

- Support managers and corporate human resources to develop and implement human resources programs and services
- Ensure all employees are informed about human resources programs, service changes, employment legislation and day-to-day human resource matters and ensure information and practices are consistent with company policies
- Contribute to the design of human resources programs and initiatives and ensure they are successfully implemented and understood
- Administer compensation and benefits programs
- Maintain human resources information including, employee files, leave tracking, and benefits documentation as well as related records systems in accordance with company policies
- Prepare the advertising, screening, perform interviews and follow selection process for new hires
- Implement orientation process for new employees and ensure they are aware of job requirements and health and safety standards
- Conduct employee exit processes, termination package preparation and meeting with affected employees

Requirements

Education

- Degree in Business Administration or Human Resources Management or other related discipline
- CHRP designation

Experience

- 3 years experience in a human resources role
- Experience with compensation and benefits administration

Other

- Strong communication and leadership skills
- Attention to detail with excellent organizational skills
- Sound judgment in resolving issues
- Excellent oral and written communication skills with internal and external contacts
- Ability to work with all levels of the organization

Human Resources Assistant

The role of Human Resources Assistant reports to the Human Resources Superintendent and assists in the implementation of the Human Resources strategy including the administration of programs and practices related to orientation, health and safety, compensation and benefits and recruitment. Provides information to employees about human resources related matters.

Job Details

Main Responsibilities

- Assist in the implementation of human resources programs and services
- Inform employees about human resources programs, service changes, employment legislation and day-to-day human resource matters
- Provide information to employees about career planning, conflict resolution and other matters as requested
- Assist with cultural and community relations activities such as the donations program, company events and creating a company newsletter
- Assist with the administration of compensation programs ensuring compliance with company policies
- Reconcile all related billings
- Reply to queries regarding compensation and benefits programs and forward more complicated issues
- Assist in the advertising and screening process of new hires
- Provide assistance in the orientation process for new employees and ensure they are aware of job requirements and health and safety standards

Requirements

Education

- Minimum diploma in Office Administration, Business, or Human Resources Management (2-year program)

Experience

- 2 - 5 years of human resources administration experience or a combination of education and experience may also be considered

Other

- Strong computer skills
- Knowledge of *Employment Standards Act* and the *Occupational Health and Safety Act* for Mines

Human Resources Generalist

The role of Human Resources Generalist reports to the Human Resources Superintendent and is responsible to actively support the operation of the Company. Provides effective and professional human resource services and advice to employees and management. Human resources activities to be performed include employee and leadership training, benefits administration, compensation, recruitment and employee relations.

Job Details

Main Responsibilities

- Partnering with business leaders and technical staff to identify staffing needs
- Evaluating and recommending methods of sourcing and recruiting candidates
- Developing job postings; screening resumes
- Coordinating interviews and interviewing
- Evaluating and selecting candidates as part of a team
- Delivering offers
- Assisting with new employee integration
- Acting as a point of contact for staff questions, interpreting human resources policies to advise staff and escalating issues to staffing team
- Participating in human resources projects, such as employee engagement, evaluating business unit data and metrics, learning and development, benchmarking and analyzing industry and competitive practices, or other efforts

Requirements

Education

- Bachelor's degree in Human Resources, Business Administration, or related area

Experience

- Minimum 5 years relevant work experience in professional level human resources generalist role, encompassing several areas of human resources expertise

Other

- Demonstrated ability to collaborate with a team and build and maintain relationships at multiple levels and across multiple office locations
- Knowledge of employment law
- Diplomatic, with excellent oral and written communication skills
- Advanced critical thinking skills and problem-solving skills
- Excellent planning and organizational skills.
- Flexibility to adapt to improved procedures and practices

Human Resources Coordinator

The role of Human Resources Coordinator reports to the Human Resources Superintendent and collaborates with the Human Resources team to ensure that every employee experience at the Company is exceptional. Supports the Human Resources team on a variety of administrative components such as human resources programs, human resources projects, employment changes and organizational initiatives.

Job Details

Main Responsibilities

- General administration and coordination
- Provide personnel policy and procedure guidance to employees and management
- Assist with payroll administration/processing
- Maintain and update both hard and digital copies of employee records
- Answer all internal and external human resources-related inquiries or requests
- Execute and manage transactions in HRIS, including increases, bonuses, leaves, absence administration, terminations etc.
- Conduct audits of human resources data and perform corrective actions
- Generate reports on general human resources activity
- Recommend possible actions to improve existing processes

Requirements

Education

- Bachelor's degree or diploma in Human Resources/Business Administration-related focus or completion of a relevant post-secondary program in Human Resources Management or equivalent is preferred

Experience

- 2-5 years of related human resources coordinator/administrator experience in a client-focused human resources department is preferred
- Working knowledge of the *BC Employment Standards Act* and regulations

Other

- Brings positive attitude and enthusiasm to the work
- Demonstrates creative problem solving to resolve problems in a timely manner
- Excellent communication skills, with the ability to explain information in an organized and concise way
- Strong organizational skills and excellent attention to detail with the ability to meet challenging deadlines
- Ability to build and maintain collaborative working relationships with internal and external stakeholders

Recruiter

The role of Recruiter reports to the Human Resources Superintendent and is responsible for leading recruitment and working with our Human Resources team and stakeholders across the site to support hiring initiatives and oversee high volume, end-to-end recruitment.

Job Details

Main Responsibilities

- Conduct full-cycle recruitment and onboarding for open positions.
- Build positive relationships with hiring managers. Provide guidance and timely updates to hiring managers on the search process.
- Leverage various social media platforms to strengthen the brand and develop strong candidate pools
- Fully utilize, update and maintain the applicant tracking systems; Utilize reports and metrics to identify improvement opportunities
- Contribute to development of Blackwater's recruitment strategy and ensuring alignment and continuity within overall talent management strategy
- Ensure recruitment activities are carried out in compliance with Canadian law

Requirements

Education

- Bachelor's degree in Business with a focus on Human Resources Management or diploma in Human Resources or equivalent

Experience

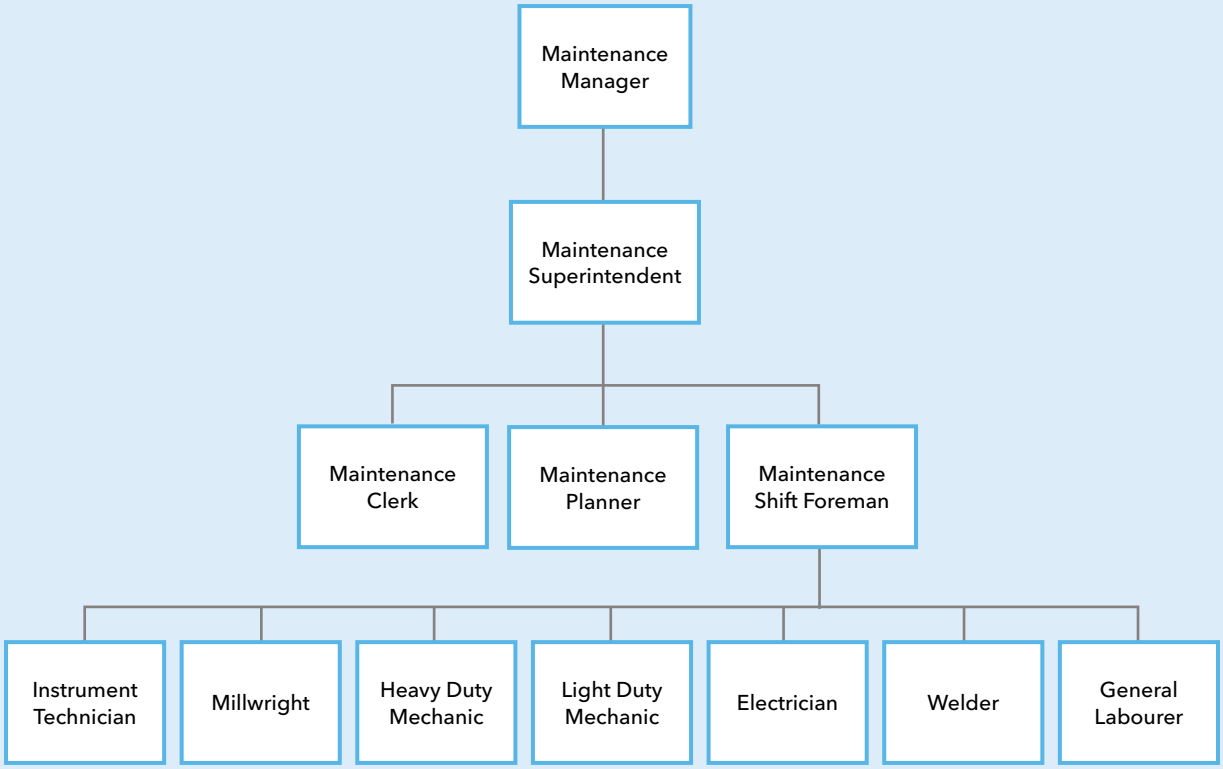
- 3 - 5+ years of experience in the human resources field, with an emphasis on recruitment
- CHRP designation or in progress preferred
- Strong digital literacy and proficient in the Microsoft Office Suite

Other

- Strong technical background in using and navigating human resources systems is required
- Outstanding problem solving, interpersonal and communication skills
- Comfortable with public speaking
- Good understanding of various sourcing strategies and techniques
- Professional attitude and well-developed interpersonal skills
- Strong verbal, written and listening communication skills
- Demonstrated resourcefulness, problem-solving and analytical skills
- Attention to detail and strong process management skills
- High degree of integrity with the ability to deal with confidential, sensitive information with a high degree of professionalism

Maintenance

Organization Chart



Maintenance Manager

The role of the Maintenance Manager reports to the General Manager and oversees maintenance operations. Provides directions and supervision to the maintenance supervisory employees, ensures that maintenance targets and schedules are achieved as forecast. Assists in the development of maintenance strategies and the efficient operation of the Maintenance team.

Job Details

Main Responsibilities

- Establish goals, schedules and priorities for the Maintenance teams
- Tour and inspect the Maintenance team and resolve any maintenance, equipment, safety or personnel issues
- Provide information to Maintenance teams and supervisors regarding priorities and any necessary changes
- Ensure that maintenance targets are met
- Develop maintenance schedules using information from the mine plan to support the achievement of the goals set out in the mine plan
- Develop and implement changes to improve and correct any maintenance inefficiencies
- Assist in the development and implementation of maintenance policies and procedures
- Collaborate with mine teams to establish a monthly and quarterly maintenance plan
- Coordinate activities with the Mill and Mine teams
- Manage the Maintenance teams
- Provide leadership in the recruitment and selection of maintenance employees
- Ensure employees have a clear understanding of work objectives and expectations of performance levels
- Ensure that direct reports and maintenance staff are provided with the training required

Requirements

Education

- University degree in Mechanical, Electrical or Industrial Engineering and or certification in a related trade
- Combination of education and experience may also be considered

Experience

- 10 -15 years of related maintenance experience
- 8 - 10 years of experience in a supervisory role

Other

- Knowledge of OHS requirements
- Good interpersonal skills
- Related technical knowledge

Maintenance Superintendent

The role of the Maintenance Superintendent reports to the Maintenance Manager and oversees and provides direction and management of all maintenance activities. Ensures that all mine equipment is maintained safely and effectively. Works with the Management team to establish the overall strategy for the site.

Job Details

Main Responsibilities

- Work with the Management team to establish the direction and the mid- to long-term operations and project development objectives for the Maintenance team
- Assist the Management team with establishing and implementing the overall site budget
- Provide top-level assistance and advice to the Management team
- Establish the overall strategy for maintenance using input from other teams and employees
- Develop and direct the implementation of operational programs, procedures and policies to meet governance requirements and standards
- Develop and direct the implementation and administration of the maintenance strategies and objectives
- Establish a maintenance production budget including information from the overall mine budget and business plan objectives
- Stay current with mining laws and safety regulations ensuing that direct reports are in compliance with established guidelines
- Take a leading role in the employment and development of staff
- Ensure direct reports are developed, trained and coached to obtain optimum efficiencies
- Ensure direct reports are assisted to achieve their full potential

Requirements

Education

- University degree in Mechanical, Electrical or Industrial Engineering and or certification in a related trade
- Combination of education and experience may also be considered

Experience

- 8 - 12 years of experience in a maintenance related field
- 5 - 7 years of supervisory experience

Other

- Strong communication and leadership skills
- Ability to lead teams
- Attention to detail with excellent organizational skills
- Ability to identify, analyze and solve problems
- Ability to prepare accurate records and reports

Maintenance Clerk

The role of Maintenance Clerk reports to the Maintenance Superintendent and provides office services, including telephone, e-mail communication, data entry, office management support and maintenance of filing systems. Ensures duties are performed consistent with established policies and procedures.

Job Details

Main Responsibilities

- Answer the telephone and take and deliver messages
- Enter all data efficiently and accurately
- Type letters and reports as required
- Deliver documents and correspondence received by mail or e-mail
- Maintain and update the central filing system
- Protect the confidentiality of mine information
- Provide assistance to managers in meetings as requested

Requirements

Education

- Office Administration Certificate (1 year) is considered an asset
- Grade 12 diploma or GED preferred
- A combination of education and experience may also be considered

Experience

- Proficient with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint
- Previous experience in an office support role

Other

- Attention to detail with excellent organization skills
- An ability to adapt to changing priorities
- A computer background with the ability to become quickly familiar with office systems
- Ability to work with all levels of the organization

Maintenance Planner

The role of the Maintenance Planner reports to the Maintenance Superintendent and plans, executes and ensures compliance of maintenance programs and schedules for all mining equipment on the mine site and related areas.

Job Details

Main Responsibilities

- Develop, communicate and maintain a visual timeline of the maintenance projects
- Prepare forecasts for maintenance activities on a weekly, monthly, quarterly and annual basis
- Set up job plans for work requests that fall within planning guidelines
- Prior to scheduling, ensure all tools, permits and any necessary contract personnel are available and/or in place
- Ensure the planning process involves crafts, operators, vendors, technical support and management
- Produce written job procedures for all planned jobs
- Ensure all required materials are available and at the job site prior to scheduling
- Ensure that equipment history and bills of materials are accurate
- Provide information for the costing and budgeting process

Requirements

Education

- Certificate in a related trade

Experience

- 2 years of related experience

Other

- Ability to estimate required staffing and materials to complete projects
- Familiar with tools, equipment and materials related to the area of trade
- Attention to detail with excellent organizational skills
- Knowledge of applicable codes, standards and regulations
- Excellent communication skills, both oral and written

Maintenance Shift Foreman

The role of the Maintenance Shift Foreman reports to the Maintenance Superintendent and oversees maintenance operations and provides direction and supervision to the maintenance employees. Ensures that maintenance targets and schedules are achieved as forecast. Assists in the development of maintenance employees and the efficient operation of the team.

Job Details

Main Responsibilities

- Establish goals, schedules and priorities for the Maintenance teams
- Plan, organize and control maintenance activities
- Ensure that maintenance targets are met
- Tour and inspect the Maintenance team and resolve any maintenance, equipment, safety or personnel issues
- Ensure Maintenance team and supervisors are informed of priorities and any necessary changes
- Maintain safety and environmental systems consistent with business policies
- Provide leadership in the recruitment and selection of maintenance employees
- Ensure employees have a clear understanding of work objectives and expectations of performance levels
- Ensure that direct reports and maintenance staff are provided with the training required
- Conduct performance reviews and provide feedback to direct reports
- Complete all time entry, vacation requests and scheduling

Requirements

Education

- Certification in a related trade
- Grade 12 diploma or equivalent

Experience

- 8 - 10 years of related maintenance experience
- 3 - 5 years of experience in a supervisory role

Other

- Knowledge of OHS requirements
- Excellent communication skills, both oral and written
- Good interpersonal skills
- Related technical knowledge
- Computer operation and application skills

Instrument Technician

The role of Instrument Technician reports to the Maintenance Shift Foreman and maintains the electrical and instrument systems throughout the site. Prevents plant breakdowns, ensuring that the forecasted objectives are achieved.

Job Details

Main Responsibilities

- Ensure instrument processing plant equipment is in good operating order
- Work with supervision and maintenance planning to develop, implement and maintain a preventative maintenance schedule
- Perform all preventative maintenance in a timely manner
- Regularly inspect, diagnose and repair various monitoring and control equipment in the field
- Maintain a daily log of activities and system logs as required
- Proactively assist in the ongoing improvement of maintenance and operations of the process plant
- Carry out all installation, maintenance and repairs for the electrical and instrumentation systems in a safe and timely manner
- Review work orders and discuss with process operators and supervisors to confirm details of electrical failures
- Assist in maintaining complete and accurate records associated with the technical and preventative aspects of this position
- Record any changes to the instrumentation equipment
- Update drawing and data sheets

Requirements

Education

- Interprovincial Instrumentation Trade Certification

Experience

- Minimum 2 years experience in the Instrumentation trade

Other

- Ability to identify, diagnose and resolve issues
- Strong interpersonal skills with good oral and written communication skills
- Ability to work with minimal supervision
- Good computer skills
- Participate in ongoing training and development as required

Millwright

The role of the Millwright reports to the Maintenance Shift Foreman and conducts preventative maintenance. Troubleshoots and makes repairs as required on machinery and equipment throughout the mine site.

Job Details

Main Responsibilities

- Ensure that all machinery and equipment are maintained and repaired as necessary so that the mine operates efficiently and that production targets are achieved
- Follow preventative and predictive maintenance programs
- Provide input into planning weekly and annual maintenance
- Ensure preventative maintenance is carried out in a cost-effective manner
- Troubleshoot and repair equipment and machinery as required
- Ensure that all breakdowns are attended to immediately
- Provide input into the development and updating of preventative maintenance systems, spare parts programs, maintenance practices and infrastructure issues

Requirements

Education

- Interprovincial Millwright Trade Certification

Experience

- Minimum 2 years of related experience

Other

- Ability to identify, analyze and resolve problems
- Ability to work with minimal supervision
- Good oral and written communication skills
- Good computer skills

Heavy Duty Mechanic

The role of the Heavy Duty Mechanic reports to the Maintenance Shift Foreman and ensures effective operation of various mine equipment. Maintains, troubleshoots and repairs components where required, carries out all duties in a safe and efficient manner.

Job Details

Main Responsibilities

- Maximize equipment availability through efficient and proactive preventative maintenance programs
- Perform preventative maintenance such as inspections, lubricating, oil changes and failure analysis
- Diagnose faults and malfunctions and carry out necessary repairs including major component replacement and repair or rebuild
- Comply with all safety, health, environmental and other policies, procedures and requirements
- Test repaired equipment for proper performance
- Maintain a safe and clean work environment

Requirements

Education

- Interprovincial Heavy Duty Mechanic Trade Certification

Experience

- Minimum 2 years of related experience

Other

- Ability to identify, analyze and resolve problems
- Ability to work safely and effectively in a team environment as well as independently
- Excellent safety record
- Good communication and interpersonal skills

Light Duty Mechanic

The role of Mechanic reports to the Maintenance Shift Foreman and is responsible for inspecting, repairing and maintaining surface mobile mining equipment. Performs work on structural, mechanical, electrical and electronic systems.

Job Details

Main Responsibilities

- Check mobile mining equipment for proper performance and inspect equipment to detect faults and malfunction
- Equipment removal, installation, alignment, troubleshooting and repair
- Diagnose faults or malfunctions using computerized and other testing equipment to determine extent of repair required
- Must have excellent understanding of hydraulic and electrical schematics
- Adjust equipment and repair or replace defective parts, components, or systems, using hand and power tools
- Test repaired equipment for proper performance and to ensure that work meets manufacturers' specifications
- Clean, lubricate and perform other routine maintenance work on equipment
- Perform repair work on heavy trucks
- Open work orders, find parts and complete parts list in work-orders using all available resources
- Maintain a safe and healthful workplace
- Follow all Blackwater Mine safety policies and procedures
- Responsible for compliance with OHSA, Corporate and Blackwater Mine Environmental Regulations, Safety and Sustainability Standards
- Responsible to work collaboratively with others to achieve organizational goals both within the team and cross-department

Requirements

Education

- Preferred candidate will have interprovincial Red Seal or interprovincial trade qualification
- Accreditation in specialty modules would be an asset

Experience

- Ability to diagnose, repair, maintain and overhaul mobile mining equipment
- Minimum of 5 years mechanical experience in mining operations

Electrician

The role of the Electrician reports to the Maintenance Shift Foreman and installs, maintains and troubleshoots electrical equipment in all areas of the mine. Repairs failures promptly and efficiently ensuring that schedules and objectives are met.

Job Details

Main Responsibilities

- Ensure all electrical systems are operating effectively by following a regular maintenance program
- Ensure minimal downtime in production schedules by repairing electrical failures promptly and efficiently
- Keep accurate maintenance and repair records, ensuring any changes to electrical instruments are accurately documented
- Maintain accurate drawing and data sheets

Requirements

Education

- Interprovincial Electrician Trade Certification

Experience

- Minimum 3 years of related experience

Other

- Ability to identify, analyze and resolve problems
- Excellent safety record
- Good oral and written communication skills
- Ability to work with minimal supervision
- Good computer skills

Welder

The role of Welder reports to the Maintenance Shift Foreman and performs proactive and corrective maintenance duties for the Maintenance team. Performs various types of welding processes using gas and electric welding equipment.

Job Details

Main Responsibilities

- Maintain and repair structures and equipment in all areas of the site to ensure that the mine operates efficiently and that objectives are achieved
- From instructions, prints and work orders, organize details of procedures, required materials and tools for the job
- Fabricate and repair structures and equipment by welding various materials using welding techniques and applicable welding equipment
- Maintain and make minor repairs to welding equipment
- Ensure work area is maintained in a clean and organized manner

Requirements

Education

- Interprovincial Welder Trade Certification

Experience

- Minimum 2 years of welding experience

Other

- Strong interpersonal skills
- Good oral and written communication skills
- Ability to work with minimal supervision
- Ability to work in a team environment or independently

General Labourer

The role of the General Labourer reports to the Maintenance Shift Foreman and is an entry level position that provides exposure to a variety of areas of the mining operations. Provides general labour support to ensure the achievement of established processing and production targets and schedules.

Job Details

Main Responsibilities

- Provide assistance to the team as required
- Construction work, snow removal and road maintenance activities
- Repair person work, maintenance/site clean-up and other janitorial duties
- Basic mobile equipment operation and excavation
- Perform routine rounds of sampling to ensure operation and assist with sample collection and transportation to assay lab
- Delivering supplies and moving equipment
- Report any unsafe conditions to operator or supervisor immediately
- Other duties as necessary

Requirements

Education

- Grade 12 diploma or GED preferred but not essential
- Valid driver's licence is advantageous

Experience

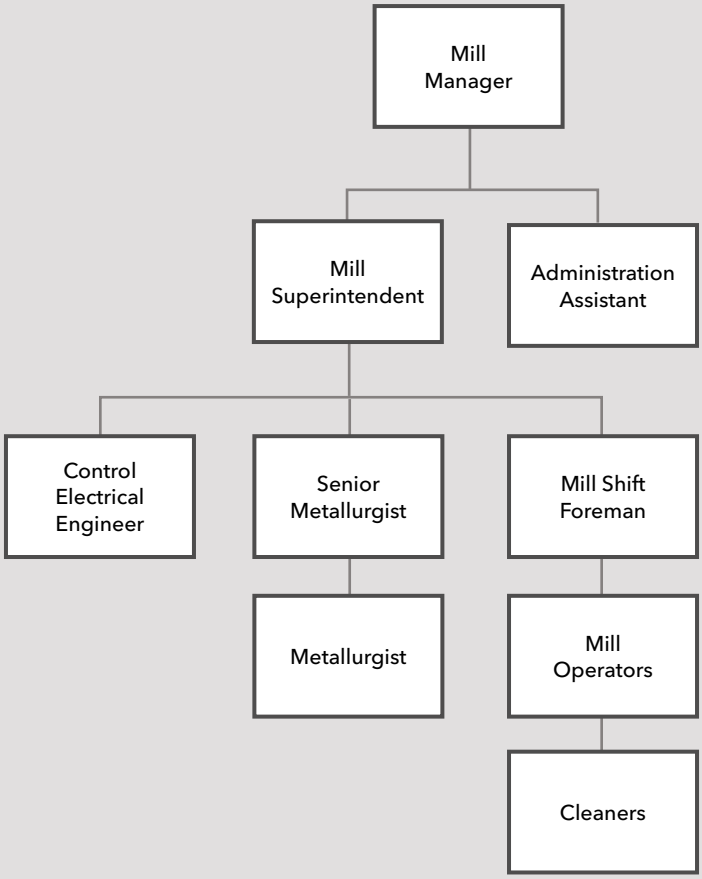
- Previous experience performing general labour duties in an industrial environment is considered an asset

Other

- Ability to work with minimal supervision
- Mechanical aptitude
- Willingness to learn new skills
- The desire to pursue a career in mining
- Good work ethic
- Good communication skills both oral and written

Mill Operations

Organization Chart



Mill Manager

The role of Mill Manager reports to the General Manager and oversees the effective milling of ore. Directs and manages all mill activities including planning, staffing, budgeting, cost control and profitability. Analyzes milling information and provides direction in the development of mill plans. Works with the Management team to develop the overall strategy for the mill.

Job Details

Main Responsibilities

- Work with the Management team to develop and achieve the overall strategy and goals of the mine
- Assist the Management team in the preparation and implementation of the overall mine budget
- Work with the Management team to establish the direction and the mid- to long-term strategies for the mill production team
- Identify options and implement actions to adopt best practices for mill production
- To manage and implement mill production programs and operations, including the assay lab, to maximize production efficiency and resources
- Establish production targets, ensure mill throughput matches the mining plan and adjust or deal with issues as they arise
- Prepare the mill production budget based on information from the overall mine budget and business plan objectives
- Establish and manage the implementation of operational programs, processes and policies to meet organizational governance guidelines and standards
- Take a leading role in the employment and development of staff
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training
- Ensure direct reports are developed, trained and coached to obtain optimum efficiencies

Requirements

Education

- University degree in Mineral Processing, Chemical Engineering or related degree
- Professional designation or certification in a related area

Experience

- 10 - 15 years of mill related experience
- 8 - 10 years of experience in a supervisory role

Other

- Strong communication and leadership skills
- Sound working knowledge of milling methods and procedures
- Good understanding and working knowledge of the applicable legislation and regulations for mines and milling plants
- Commitment to the occupational health and safety policies of the business

Administration Assistant

The role of Administration Assistant reports to the Mill Manager and provides office services. Ensures duties are performed consistent with established policies and procedures.

Job Details

Main Responsibilities

- Answer the telephone and take and deliver messages
- Enter all data efficiently and accurately
- Type letters and reports as required
- Deliver documents and correspondence received by mail or email
- Maintain and update the central filing system
- Protect the confidentiality of mine information
- Provide assistance to managers in meetings as requested

Requirements

Education

- Office Administration Certificate (1 year) is considered an asset
- Grade 12 diploma or GED preferred but not essential
- A combination of education and experience may also be considered

Experience

- Proficient with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint
- Previous experience in an office support role

Other

- Attention to detail with excellent organization skills
- An ability to adapt to changing priorities
- A computer background with the ability to become quickly familiar with office systems
- Ability to work with all levels of the organization

Mill Superintendent

The role of Mill Superintendent reports to the Mill Manager and oversees and directs the efficient milling of ore and all mill activities such as planning, staffing, budgeting, cost control and profitability. Evaluates milling information and provides guidance in the development of mill plans. As part of the Management team contributes to the establishment of the overall strategy for the mill.

Job Details

Main Responsibilities

- With input from various teams, establish an overall strategy for mill development and production
- Develop and direct the implementation of operational programs, processes and policies to meet organizational governance requirements and standards
- Establish the mill production budget based on information from the overall mine budget and business plan objectives
- Set production goals, ensure the throughput of the mill is in alignment with the mining plan and deal with any issues that may arise
- Stay current with mining laws and safety regulations, and issue notifications to direct reports ensuring compliance with applicable rules and regulations
- Provide top-level support and advice to the Management team
- Work with management in establishing the mid- to long-term operations and project development plans and set the direction for mill operations
- Research alternatives and implement any necessary changes to ensure best practices for mill production
- Take a leading role in the employment and development of staff
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training

Requirements

Education

- Degree in Mineral Processing or Chemical Engineering or related degree
- Professional designation or certification in a related area

Experience

- 8 - 12 years of mill related experience
- 5 - 7 years of supervisory experience

Other

- Strong communication and leadership skills
- Good understanding of technical and operating processes relevant to mill planning and scheduling
- Sound understanding and working knowledge of milling legislation and regulations
- Commitment to the occupational health and safety policies of the business

Senior Metallurgist

The role of Senior Metallurgist reports to the Mill Superintendent and provides technical metallurgical information and analysis to the plant related to mill process metallurgy, production and cost. Oversees specialized projects to improve production performance in the milling plant.

Job Details

Main Responsibilities

- Develop and study databases to gather information and improve performance and production and minimize costs
- Conduct analysis to assist in establishing the budget and plans for mill metallurgical requirements
- Conduct studies of metals and alloys before and during processing to determine their properties
- Study and recommend various methods to separate minerals and metals from their ores
- Provide direction for sampling from different stages of processing for laboratory analysis and testing
- Determine whether current methods being used are the most efficient and environmentally acceptable
- Oversee metallurgical accounting, plant testing and water balance monitoring
- Ensure efficient operation of mill tailings treatment and disposal and address problem areas
- Oversee the reporting of information on mill process metallurgy, production and costs
- Ensure efficient use of time and resources by coordinating work plans, prioritizing and implementing processes and procedures

Requirements

Education

- Degree in Metallurgy, Mineral Engineering or related Engineering degree
- Professional designation or certification in a related area

Experience

- 5 - 8 years of mill operation and metallurgical experience

Other

- Good understanding of milling operations
- Attention to detail with excellent organizational skills
- Ability to handle a high level of confidentiality

Metallurgist

The role of Metallurgist reports to the Senior Metallurgist and provides technical metallurgical information and analysis to the plant related to mill process metallurgy, production and cost. Initiates specialized projects to improve production performance in the milling plant.

Job Details

Main Responsibilities

- Develop and study databases to gather information and improve performance and production and minimize costs
- Gather information and conduct analysis to assist in establishing the budget and plans for mill metallurgical requirements
- Conduct studies of metals and alloys before and during processing to determine their properties
- Provide direction for sampling from different stages of processing for laboratory analysis and testing
- Determine whether current methods being used are the most efficient and environmentally acceptable
- Conduct metallurgical accounting, plant testing and water balance monitoring
- Ensure efficient operation of mill tailings treatment and disposal and address problem areas
- Ensure efficient use of time and resources by coordinating work plans, prioritizing and implementing processes and procedures
- Manage the activities of operators performing circuit checks and accurately measure key milling guidelines

Requirements

Education

- University degree in Metallurgy, Mineral Engineering or equivalent engineering degree
- Professional designation or certification in a related area

Experience

- 3 - 5 years of mill operation and metallurgical experience

Other

- Good understanding of milling operations
- Attention to detail with excellent organizational skills
- Ability to handle a high level of confidentiality

Control Electrical Engineer

The role of Control Electrical Engineer reports to the Mill Superintendent and provides technical expertise and leadership in the electrical engineering function and contributes to business and/or project planning. Provides technical services as they relate to the maintenance and/or repair of control systems and their components.

Job Details

Main Responsibilities

- Oversee all areas of electrical component maintenance, power and electrical equipment usage
- Diagnose and troubleshoot issues as they relate to control systems and their components
- Provide technical and expected maintenance support
- Predict possible failures and address requirements prior to breakdown to ensure construction standards are maintained
- Identify requirements and assist in establishing standards, procedures, and policies ensuring compliance with industry and professional regulations
- Oversee contractors and vendors to maintain control of project schedules and costs
- Evaluate, design and implement procedures
- Encourage continuous improvement in the electrical engineering function by recommending new methods and tools to improve current procedures
- Identify and assist in providing training and educational needs
- Research and implement software for identifying potential systems failures
- Contribute to the preparation of an annual technical report
- Offer recommendations for opportunities that maximize efficiency of the entire project

Requirements

Education

- Degree in Electrical Engineering
- Formal professional designation as an Electrical Engineer

Experience

- Minimum 5 years of related work experience
- Experience in a supervisory role

Other

- Knowledge of practices and procedures for predictive and preventative maintenance of electrical systems and equipment
- Strong analytical skills and organizational skills

Mill Shift Foreman

The role of the Mill Shift Foreman reports to the Mill Superintendent and supervises the Mill Operations team. Ensures that all milling production targets and schedules are met as forecasted. Ensures all mill activities are performed safely, efficiently and in accordance with company policies.

Job Details

Main Responsibilities

- Ensure that mill processing and production targets are met as forecast
- Inform the Mill team of production goals, schedules and priorities
- Establish, coordinate and direct all work assignments for hourly and contract workers
- Arrange for contract support for the Mill team when required
- In the case of equipment failure, ensure there is replacement equipment available
- Take an active role in the employment and development of the Mill team
- Ensure effective management of staff by setting clear performance goals, providing regular feedback and development through training
- Ensure direct reports are developed, trained and coached to obtain optimum efficiencies
- Ensure direct reports are assisted to achieve their full potential
- Resolve any employee relations issues that may arise

Requirements

Education

- Grade 12 diploma or equivalent

Experience

- 8 - 10 years of milling experience
- 3 - 5 years of supervisory experience

Other

- Strong communication and supervisory skills
- Ability to lead teams
- Attention to detail with excellent organizational skills
- Ability to identify, analyze and solve problems
- Ability to prepare accurate records and reports

Mill Operator

The role of the Mill Operator reports to the Mill Shift Foreman and contributes to the achievement of processing and production targets and schedules in the mill. Performs and monitors operations such as crushing, grinding, dewatering, leaching, floatation, tailings and other ancillary processes such as water pumping systems and reagent mixing. The responsibilities of the Mill Operator vary depending on experience and qualifications from entry level roles progressing to more senior positions for experienced candidates.

Job Details

Main Responsibilities

- Ensure the safe and efficient operation of all areas in the mill
- Report any unsafe conditions to your supervisor immediately
- Ensure that guidelines are adhered to
- Tour the circuits regularly to detect any trouble spots and have them corrected as quickly as possible
- Advise the supervisor of any problem areas
- Maintain a clean and safe work area
- As time allows, be available for training in different areas of the mill
- Change circuits on a regular basis to gain experience at other stations
- Other duties that may be assigned from time to time

Requirements

Education

- Grade 12 diploma or GED preferred but not essential
- Valid driver's licence

Experience

- Previous mill operations experience is considered an asset
- Relevant mill processing training or Certification is preferred
- Other related technical training or trade certification is desirable

Other

- Demonstrated strong problem solving and decision making skills
- Good oral and written communication skills
- Computer experience
- Ability to work with minimal supervision

Cleaner

The role of Mill Cleaner reports to the Mill Shift Foreman and is responsible for ensuring the mill area is clean and safe.

Job Details

Main Responsibilities

- Working with a range of different cleaning equipment
- Handling a variety of chemicals and hazardous goods used in cleaning procedures
- Working independently as well as in a team environment
- Demonstrating good time management and work ethic
- Following cleaning policies and procedures and completing them in a timely manner

Requirements

Education

- Grade 12 diploma or GED preferred

Experience

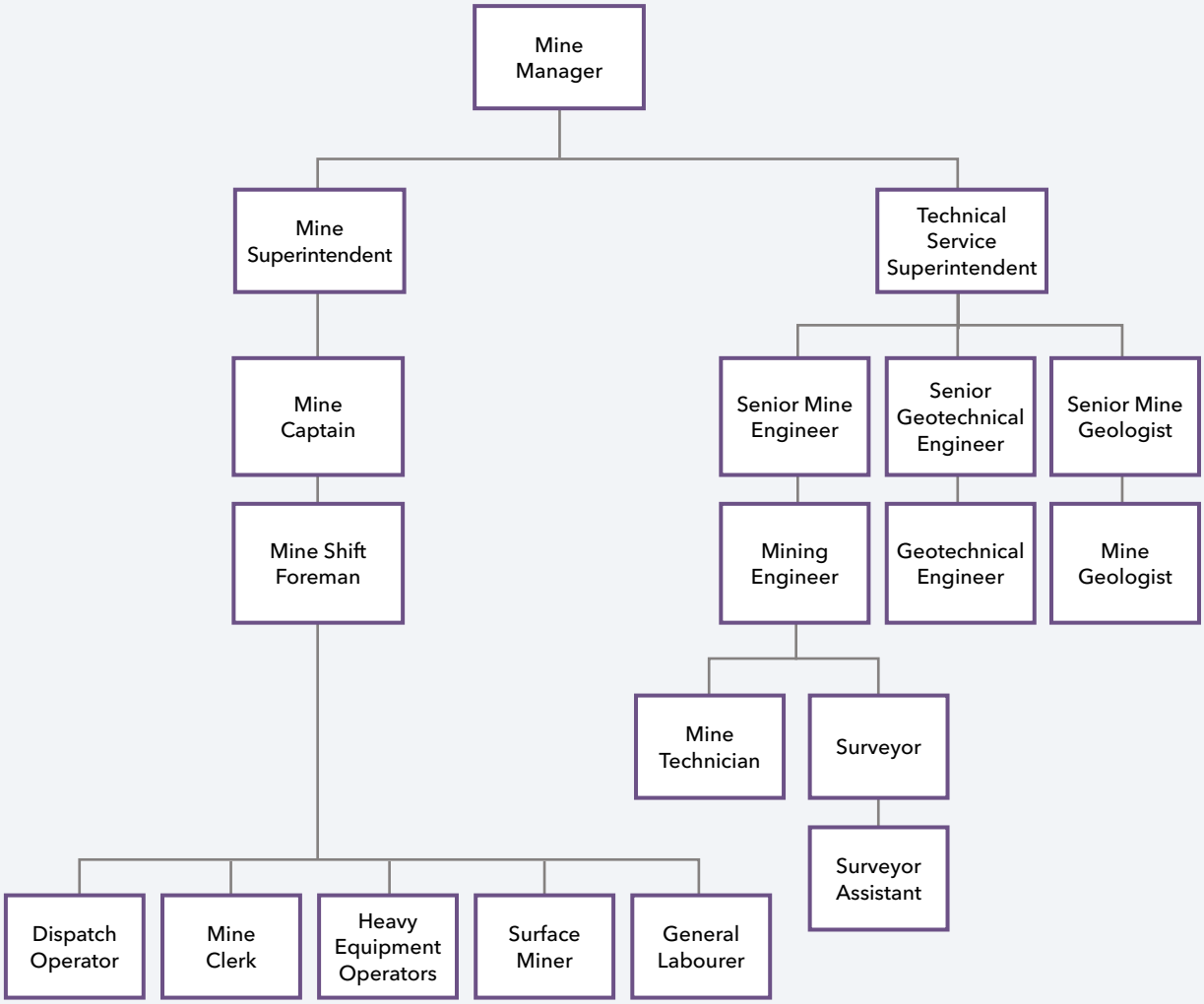
- Experience as a mine site cleaner

Other

- Valid driver's licence

Mine Operations

Organization Chart



Mine Manager

The role of the Mine Manager reports to the General Manager and manages the efficient extraction of ore as well as grade control. Directs and manages all mine production activities including planning, staffing, budgeting, cost control and profitability. Evaluates geological and engineering information and provides direction in the development of mine plans. Works with the Management team to develop the overall strategy for the mine.

Job Details

Main Responsibilities

- Work with the Management team to establish the direction and the mid- to long-term strategies for the mine production team
- Assist the Management team in the preparation and implementation of the overall mine budget
- Provide high-level support and recommendations to the Management team
- Develop and implement the overall strategy for mine development based on input from other teams and personnel
- Set production targets and monitor their achievement and correct or address issues as they arise
- Prepare production budget using information from the overall mine budget and business plan targets
- Review reports and records such as ore grade, air quality, safety and operational costs to ensure that all programs are on target
- Stay current with mining laws and safety regulations and keep direct reports informed of any changes, ensuring adherence to applicable rules and regulations
- Take a leading role in the employment and development of staff
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training

Requirements

Education

- Degree in Mining Engineering or other related technical discipline
- Applicable professional designation or certification

Experience

- 10 - 15 years of mining related experience
- 8 - 10 years of experience in a supervisory role

Other

- Strong communication and leadership skills
- Good understanding and working knowledge of the applicable legislation and regulations for mines
- Ability to interpret engineering plans and provide sound technical expertise related to mine design and ground control issues
- Commitment to the occupational health and safety policies of the business

Mine Clerk

The role of Mine Clerk reports to the Mine Manager and provides office services, office management support and maintenance of filing systems. Ensures duties are performed consistent with established policies and procedures.

Job Details

Main Responsibilities

- Answer the telephone and take and deliver messages
- Enter all data efficiently and accurately
- Type letters and reports as required
- Deliver documents and correspondence received by mail or email
- Maintain and update the central filing system
- Protect the confidentiality of mine information
- Provide assistance to managers in meetings as requested

Requirements

Education

- Office Administration Certificate (1 year) is considered an asset
- Grade 12 diploma or GED preferred but not essential
- A combination of education and experience may also be considered

Experience

- Proficient with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint
- Previous experience in an office support role

Other

- Attention to detail with excellent organization skills
- An ability to adapt to changing priorities
- A computer background with the ability to become quickly familiar with office systems
- Ability to work with all levels of the organization

Mine Superintendent

The role of Mine Superintendent reports to the Mine Manager and oversees the safe and efficient extraction of ore through the supervision and control of Mining Operation team activities such as budgeting, planning, staffing and cost control. Carries out the strategic plan of the mining operation ensuring that objectives are consistent with the overall company plan. Assists the Management team in developing the overall strategy for the mine.

Job Details

Main Responsibilities

- Work with other teams to establish and implement the overall strategy for mine development
- Plan and manage development of the mine by working with other teams to review data, including maps, survey reports and geological records
- Set targets for production and monitor progress to ensure they are met, dealing with any issues that may arise
- Ensure direct reports are informed of current mining laws and safety regulations and that they are in compliance
- Ensure health and safety, and environmental regulations are adhered to
- Assist senior management to develop and implement the strategic plan of the mine operations, ensuring that the objectives are consistent with the overall business objectives
- Manage the Operations team, acting as a supervisor and mentor to the crew in an open and encouraging manner
- Ensure maximum productivity of the operation through developing effective operating plans, as well as budgets and forecasting standards
- Take a leading role in the employment and development of staff
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training

Requirements

Education

- Degree in Mining Engineering or other related technical discipline
- Applicable professional designation or certification

Experience

- 8 – 12 years of mining related experience
- 5 – 7 years of experience in a supervisory role

Other

- Strong communication and leadership skills
- Good understanding of technical and operating processes relevant to mine planning and scheduling
- Sound understanding and working knowledge of mining legislation and regulations
- Commitment to the occupational health and safety policies of the business

Mine Captain

The role of Mine Captain reports to the Mine Superintendent and oversees mine operations by providing direction and supervision to the mine supervisory employees. Ensures the safe achievement of forecasted mining, production targets and schedules. Assists in the development of mining strategies and the effective operation of the mine.

Job Details

Main Responsibilities

- Manage the first line supervision of the Mining team
- Establish production goals, schedules and priorities for the mining crews
- Tour and inspect the mine and resolve any production, equipment maintenance, safety or personnel issues
- Provide information to Mining teams and supervisors regarding priorities and any necessary changes
- Develop a mining production schedule using information from the mine plan to support the achievement of the goals set out in the mine plan
- Review plans and schedules regularly and advise supervisors of any changes to ensure commitments can still be met
- Coordinate activities with the maintenance team
- Provide leadership in the recruitment and selection of mine employees
- Provide guidance to direct reports in the hiring of mine employees
- Ensure employees have a clear understanding of work objectives and expectations of performance levels

Requirements

Education

- Grade 12 diploma or equivalent
- Technical diploma in Engineering or other related discipline or a combination of education and experience

Experience

- 8 - 12 years of mining experience
- 5 - 7 years of experience in a supervisory role

Other

- Good understanding and working knowledge of the applicable legislation and regulations for mines
- Solid working knowledge of mining methods
- Excellent communication skills, both oral and written
- Good interpersonal skills

Mine Shift Foreman

The role of the Mine Shift Foreman reports to the Mine Captain and provides leadership and direction to mine employees in the safe achievement of mining and production targets as forecast. The Mine Shift Foreman also assists in the development of mine employees and the efficient operation of the mine.

Job Details

Main Responsibilities

- Ensure that mining production targets, schedules and priorities for the mining teams are achieved
- Plan, organize and control mine activities
- Ensure that the mine produces at the lowest possible cost while achieving planned targets
- Ensure mining teams are informed of priorities and any changes to priorities
- Maintain safety and environmental systems consistent with business policies
- Regularly tour and inspect the mine to identify and address any production, safety, equipment, maintenance or personnel issues
- Provide assistance in the hiring of mine employees
- Ensure employees have a clear understanding of work objectives and expectations of performance levels
- Ensure that direct reports are provided with the training required for their future needs
- Conduct performance reviews and provide feedback to direct reports
- Complete all time entry, vacation requests and scheduling

Requirements

Education

- Grade 12 diploma or equivalent
- Technical diploma in Engineering or other related discipline or a combination of education and experience
- Supervisor's certificate

Experience

- 8 - 10 years of mining experience
- 3 - 5 years of experience in a supervisory role

Other

- Solid working knowledge of mining procedures
- Good understanding and working knowledge of the applicable legislation and regulations for mines

Technical Service Superintendent

The role of Technical Services Superintendent reports to the Mine Manager and is responsible for delivery of mine planning, drill and blast design, geotechnical, geology and survey functions.

Job Details

Main Responsibilities

- Provide leadership and direction to others within pit engineering section
- Provide assistance with decision making as appropriate
- Ensure behaviours are consistent to enhance the cooperation in between internal mine planning and environmental
- Ensure all that that is conveyed to short term engineering is up to date
- Analyze and review the system and procedures of work that can be applied across operations
- To provide data for financial accrual in monthly basis and management needs
- To provide analysis data for controlling progress of target achievement
- To ensure environmental performances are meeting the target set
- To determine the work activities and priorities of the mine planning and environmental
- Ensure behaviours are consistent to enhance the cooperation between Mining Operation and Mine Engineering
- Assist Mining Operation and other with ideas and suggestions to meet business objectives when required

Requirements

Education

- A degree in a Mining or Geoscience related field such as Mining Engineering, Geology, Geotechnical Engineering or Survey

Experience

- Significant onsite mining operations experience in technical and operational roles within large scale integrated environments

Other

- Demonstrated experience in leading and managing teams to deliver results at the superintendent level

Senior Geotechnical Engineer

The role of Senior Geotechnical Engineer reports to the Technical Service Superintendent and oversees the administration of the design and development of mine facilities, equipment and systems from a rock stability perspective. Participates in the long-range planning and economic assessment to ensure best use of resources. Provides technical advice in rock mechanics to the Mine Engineering team.

Job Details

Main Responsibilities

- Study pit and phase designs from a geotechnical perspective
- Review initial surveys and studies of mineral deposits to evaluate any geotechnical issues that may affect potential mining operations
- Implement computer applications for geotechnical mine design, mine modeling, mapping and/or to monitor mine conditions
- Work with operations to establish long-range geotechnical strategies that achieve established goals
- Review mine designs to ensure that best geotechnical understanding is incorporated
- Interpret results from data collection and draft recommendations for pit designs, dump designs and slope failure mitigation measures
- Provide advice on geotechnical issues and their effect on production
- Monitor design tools and procedures to ensure consistency across the mine
- Contribute to the preparation of monthly forecasts
- Ensure that all design changes include scheduling updates
- Work with mine staff in any areas with potential geotechnical issues
- Ensure Mine Engineering and Mine Operations are kept informed of geotechnical issues in the pit
- Provide geotechnical information in other areas of the plant site
- Ensure that direct reports are provided with the necessary training

Requirements

Education

- Degree in Geotechnical Engineering or other related engineering degree
- Registration as a professional engineer

Experience

- 8 -10 years of mine operation and engineering experience
- 5 years of supervisory experience

Other

- Exceptional oral and written communication skills
- Detail-oriented with excellent organizational skills
- Ability to work with others in a team environment

Geotechnical Engineer

The role of the Geotechnical Engineer reports to the Senior Geotechnical Engineer and administers the design and development of mine facilities, equipment and systems from a rock stability perspective. Participates in the long-range planning and economic assessment to ensure best use of resources. Provides technical advice in rock mechanics to the Mine Engineering team.

Job Details

Main Responsibilities

- Study pit and phase designs from a geotechnical perspective
- Review initial surveys and studies of mineral deposits to evaluate any geotechnical issues that may affect potential mining operations
- Implement computer applications for geotechnical mine design, mine modeling, mapping and/or to monitor mine conditions
- Work with operations to establish long range geotechnical strategies that achieve established goals
- Collect data, interpret results and draft recommendations for pit designs, dump designs and slope failure mitigation measures
- Provide advice on geotechnical issues and their effect on production
- Monitor design tools and procedures to ensure consistency across the mine
- Deal with geotechnical issues to lessen the effect on production goals
- Contribute to the preparation of monthly forecasts
- Work with mine staff in any areas with potential geotechnical issues
- Ensure mine engineering and mine operations are kept informed of geotechnical issues in the pit
- Provide geotechnical information in other areas of the plant site

Requirements

Education

- Bachelor's degree in Geotechnical Engineering or equivalent engineering degree
- Registration as a professional engineer

Experience

- 5 - 8 years of mine operation and engineering experience
- Minimum 3 years of supervisory experience

Other

- Exceptional oral and written communication skills
- Ability to work with all levels of the organization
- Detail-oriented with excellent organizational skills

Senior Mine Engineer

The role of Senior Mine Engineer reports to the Technical Services Superintendent and oversees activities related to engineering functions. Ensures service and operating guidelines are followed. Provides input into the design and development of processes, procedures and practices in engineering.

Job Details

Main Responsibilities

- Contribute to the development of policies and procedures in engineering
- Oversee the production of drill pattern designs
- Monitor pit phase designs and short-term mine plans
- Develop monthly and weekly plans by coordinating activities and making adjustments where necessary
- Supervise production surveying
- Ensure that pit designs are effectively implemented in the field
- Contribute to the preparation of the annual budget and long-term strategies
- Oversee the survey and drilling / blasting activities to coordinate and prioritize the planning goals
- Evaluate short-term mine plans to ensure they are consistent with operational objectives
- Monitor the work of mining activities by reviewing the state of progress on compliance plans and specifications issued and analyzing the results of completed work
- Provide communication materials, manuals and other written materials related to systems, programs or technical issues
- Research data to support decision making and improve procedures, technologies, or methodologies
- Keep current with trends related to mine design and integrate this information into work assignments and methodology

Requirements

Education

- Degree in Mine Engineering

Experience

- 5 - 8 years of mine operation/engineering experience

Other

- Attention to detail with excellent organizational skills
- Ability to effectively prioritize job duties
- Effective oral and written communication skills with internal and external contacts
- Ability to work well in a team environment

Mining Engineer

The role of Mining Engineer reports to the Senior Mining Engineer and coordinates activities related to engineering functions and ensures service and operating guidelines are followed. Provides input into the design and development of processes, procedures and practices in engineering.

Job Details

Main Responsibilities

- Contribute to the development of policies and procedures in engineering
- Using operational parameters to produce drill pattern designs
- Produce pit phase designs and short-term mine plans
- Develop monthly and weekly plans by coordinating activities and making adjustments where necessary
- Coordinate production surveying
- Ensure that pit designs are effectively implemented in the field
- Contribute to the preparation of the annual budget and long-term strategies
- Confirm that planned production goals are realistic by conducting equipment studies
- Oversee the survey and drilling / blasting activities to coordinate and prioritize the planning goals
- Merge short-term plans into long-term plans to avoid bottlenecks
- Provide communication materials, manuals and other written materials related to systems, programs or technical issues
- Research data to support decision making and improve procedures, technologies, or methodologies
- Keep current with trends related to mine design and integrate this information into work assignments and methodology

Requirements

Education

- University degree in Mine Engineering

Experience

- 2 - 6 years of mine operation/engineering experience

Other

- Attention to detail with excellent organizational skills
- Ability to effectively prioritize job duties
- Effective oral and written communication skills with internal and external contacts
- Ability to work well in a team environment

Mine Technician

The role of the Mine Technician reports to the Mine Engineer. Ensures safe and efficient mine technical services by generating design, plans and measurement data that provide critical mining information to operators and development results to engineers.

Job Details

Main Responsibilities

- Perform survey activities in an efficient and effective manner including grade line mark-ups, instrument setups, diamond drill setups, cable and ring mark-ups, laser installing and underground pick-ups
- Ensure that the Planning team and Operations receive the stopes and surveys promptly
- Ensure that development crews receive accurate line and grade promptly
- Ensure the survey truck is outfitted with all surveying equipment required for the job and that it is all in good working condition
- Ensure mine plans are executed according to regulatory requirements
- Provide accurate survey data, reports, forms, etc.
- Ensure working plans for the mine are maintained
- Prepare all required survey instruction memos
- Prepare data on actual vs planned CMS data (cavity monitoring)
- Provide measurements to ensure backfilling is conducted safely

Requirements

Education

- Technical diploma (2 years) in a related field

Experience

- 1 - 5 years of related experience

Other

- Exceptional oral and written communication skills with internal as well as external contacts
- Ability to effectively prioritize job duties
- Detail-oriented with excellent organizational skills
- Ability to work with others in a team environment

Surveyor

The role of the Surveyor reports to the Mining Engineer and is responsible for supporting the Mine Operations team in achieving targets of surface operations. Provides a comprehensive survey control service that meets internal survey and environmental health and safety standards.

Job Details

Main Responsibilities

- Ensure site compliance with mining regulations and follow the Company's safety, quality and environmental standards in all aspects of work
- Complete construction survey layout of cut/fills, roads, corridors, slopes, pipe runs etc.
- Complete construction as-built surveys of civil structures, stockpiles, pipelines etc.
- Complete instrumentation surveys of settlement plates, monitoring pins, slope inclinometers etc.
- Flag clearing limits for logging activities
- Produce volume calculations, as-builts, and designs in AutoCAD Civil 3D
- Read and interpret engineering drawings and produce AutoCAD Civil 3D layout and material take-offs
- Operate survey drones and process drone data, hold or obtain required Transport Canada licensing
- Mentor the assistant surveyor
- Split time between office and field
- Walking in congested/high traffic construction areas as well as more remote areas through forests on site (uneven footing is commonplace)
- Frequent lifting/carrying of survey gear (typically, less than 50 lbs)

Requirements

Experience

- Preferably 3-5 years of surveying experience working on heavy civil projects
- Experience using Leica Geosystems Equipment
- Experience with operating drones to capture and analyze survey data

Other

- Must possess effective interpersonal, verbal and written communication skills
- Strong analytical, problem solving, organizational and decision making abilities
- Proficient with setting up base stations, survey equipment and completing civil survey work

Surveyor Assistant

The role of the Surveyor Assistant reports to the Surveyor and is responsible for assisting the Surveyor. Sets up survey instruments, performs measuring in the field, maintains equipment and cleans up work sites and vehicles.

Job Details

Main Responsibilities

- Ensure site compliance with mining regulations and follow the Company's safety, quality and environmental standards in all aspects of work
- Assist the Surveyor to complete construction survey layout of cut/fills, roads, corridors, slopes, pipe runs etc.
- Assist the Surveyor to complete construction as-built surveys of civil structures, stockpiles, pipelines etc.
- Assist the Surveyor to complete surveys of settlement plates, monitoring pins, slope inclinometers etc.
- Flag clearing limits for logging activities
- Operate survey drones and process drone data, hold or obtain required Transport Canada licensing
- Split time between office and field
- Walking in congested/high traffic construction areas as well as more remote areas through forests on site (uneven footing is commonplace)
- Frequent lifting/carrying of survey gear (typically, less than 50 lbs)

Requirements

Experience

- Preferably 3-5 years of surveying assistance experience working on heavy civil projects
- Experience using Leica Geosystems Equipment is an asset

Other

- Must possess effective interpersonal, verbal and written communication skills
- Strong analytical, problem solving, organizational and decision making abilities
- Proficient with setting up base stations, survey equipment and completing civil survey work

Senior Mine Geologist

The role of Senior Mine Geologist reports to the Technical Services Superintendent and oversees activities related to the modeling and examination of geological data or processes. Ensures operating guidelines are followed. Institutes procedures, practices and techniques in the geology functions.

Job Details

Main Responsibilities

- Respond and provide advice to questions regarding grade control and geographical modeling
- Supervise geological analysis and modeling
- Control costs with respect to mine geology and maximize efficiencies by implementing approved recommendations
- Recommend alternative procedures, methods and policies to improve performance, ensuring compliance with industry regulations and organizational requirements
- Contribute to the development of policies and procedures with respect to geographical modeling and grade control
- Stay current with mine geology trends and introduce any new information into work assignments
- Assign tasks to less experienced employees and provide direction and guidance on complex issues
- Analyze data and issues with respect to geological modeling and grade control
- Oversee the preparation of technical reports and documentation to ensure compliance with industry and operational requirements
- Ensure the reconciliation of mine with mill data, and mine with reserve and resource data
- Provide assistance in the training and skill development with regards to technical issues in mine geology
- Relay information with regard to ground control and other geologically related issues
- Relay information on operating guidelines, compliance regulations and policies

Requirements

Education

- Degree in Geology

Experience

- 5 - 8 years of related experience

Other

- Knowledgeable in data management and geological and resource estimation tools
- Excellent organizational skills with attention to detail
- Ability to work effectively as part of a team effort as well as individually
- Strong interpersonal with both oral and written communication skills

Mine Geologist

The role of the Mine Geologist reports to the Senior Mine Geologist and coordinates and supervises activities related to the modeling and examination of geological data or processes. Ensures operating guidelines are followed. Institutes procedures, practices and techniques in the geology functions.

Job Details

Main Responsibilities

- Respond and provide advice to questions regarding grade control and geographical modeling
- Perform geological analysis and modeling
- Control costs with respect to mine geology and maximize efficiencies by implementing approved recommendations
- Recommend alternative procedures, methods, and policies to improve performance, ensuring compliance with industry regulations and organizational requirements
- Contribute to the development of policies and procedures with respect to geographical modeling and grade control
- Stay current with mine geology trends and introduce any new information into work assignments
- Research and analyze data and issues with respect to geological modeling and grade control
- Prepare technical reports and documentation to ensure compliance with industry and operational requirements
- Reconcile mine with mill data, and mine with reserve and resource data
- Manage databases and review data for production and reconciliation purposes
- Provide assistance in the training and skill development with regards to technical issues in mine geology
- Relay information with regard to ground control and other geologically related issues

Requirements

Education

- Degree in Geology

Experience

- 2 - 6 years of related experience

Other

- Knowledgeable in data management and geological and resource estimation tools
- Excellent organizational skills with attention to detail
- Ability to work effectively as part of a team effort as well as individually
- Strong interpersonal and both oral and written communication skills

Dispatch Operator

The role of Dispatch Operator reports to the Mine Shift Foreman and schedules dispatch workers, work crews, machinery, equipment or service vehicles to achieve optimal production rates.

Job Details

Main Responsibilities

- Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to schedules, work orders, specifications, or needs, using radios or telephones
- Determine types or amounts of equipment, vehicles, or personnel required according to work orders or specifications
- Dispatch the mine truck fleet in order to safely maximise production rates
- Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules
- Arrange for necessary repairs in order to restore service and schedules
- Relay work orders, messages and information to or from work crews and supervisors using telephones or two-way radios
- Serve as central communication personnel for mine production and safety, including emergency events
- Prepare daily work and run schedules
- Receive or prepare work orders
- Oversee all communications within specifically assigned areas
- Record and maintain files and records of dispatch information
- Complete shift and production reports in an efficient and timely manner

Requirements

Education

- Grade 12 diploma or GED preferred but not essential

Experience

- Previous dispatch experience considered an asset

Other

- Strong communication skills and interpersonal skills
- Excellent organizational skills
- Flexible with the ability to easily adapt to changing priorities
- The ability to solve problems and make decisions
- Ability to work with all levels of the organization

Surface Miner

The role of the Surface Miner reports to the Mine Shift Foreman and provides support to mine operations. Ensures that production activities are performed in a safe and efficient manner and production objectives are met. The responsibilities of the Surface Miner will vary depending on experience from entry level roles to more senior surface mining positions.

Job Details

Main Responsibilities

- Operate Pit Shovel to excavate ore from the mine
- Operate Grader to level earth to specification
- Safely load blast holes with explosives and detonate charges following safe blasting procedures
- Operate Wheel / Track Dozer to level, scoop soil and to move rocks and debris
- Operate Loader to load ore into haul trucks
- Operate Haul Truck to transport ore from the mine
- Surface mine labour support
- And other activities to ensure safe, efficient and productive surface mining operations

Requirements

Education

- Grade 12 diploma or GED referred but not essential
- Valid driver's licence
- Heavy Equipment Operator Training is desirable
- Preference given to candidates that have completed Common Core Training or equivalent, have a valid blasting certificate and First Aid / Mine Rescue Training
- Construction Safety Training System (CSTS) would be beneficial

Experience

- Previous experience operating surface mining equipment is considered an asset

Other

- Strong communication skills
- Demonstrated leadership in safety is essential in this role
- Strong drive to learn new skills
- Aptitude for mechanics with the ability to handle heavy machinery
- Ability to read and comprehend instructions and signage
- Ability to think and act decisively
- Physically fit with the ability to perform physical labour
- Accuracy in recording details

Heavy Equipment Operators

The role of Heavy Equipment Operators reports to the Mine Shift Foreman and operates heavy equipment used in the construction, operation and maintenance in surface mining and in material handling work.

Job Details

Main Responsibilities

- The operation of heavy equipment (Dozer D10, Grader 24/16, Excavator 470/2000, RTD,m Haul Trucks)
- Perform pre-shift and post-shift safety inspections and complete daily equipment reports
- Report all unsafe mechanical conditions
- Maintain good housekeeping practices on equipment
- Assist in general mine labour and other duties as required
- Ensure safe and efficient operation of the haul trucks
- Effective communication using a 2-way radio system
- Maintain equipment integrity and complete job hazard analysis reports and equipment logbooks
- Always protect the safety and well-being of yourself and your co-workers—follow all company specific safety protocols and occupational health and safety policies and procedures
- Committed and have the ability to learn from others and adopt best practices while maintaining a strong focus on safety, integrity and reliability
- Demonstrated ability to communicate effectively and respectfully with peers, trainees and supervisors
- Self-motivated and able to work with minimal supervision

Requirements

Education

- Grade 12 diploma or GED equivalent
- Formal training and proven proficiency preferred

Experience

- 3-5 years experience in an open pit mining environment is preferred

Other

- Be prepared to actively participate in a positive and safe working atmosphere
- The ability to stay alert and pay attention to detail during all hours and weather conditions whilst on shift
- Ability to safely climb and access equipment, as well as lift heavy objects up to 50 lbs.
- Be a strong team member and be able to work independently as required
- A valid driver's license

General Labourer

The role of the General Labourer reports to the Mine Shift Foreman and is an entry level position that provides exposure to a variety of areas of the mining operation. Provides general labour support to ensure the achievement of established processing and production targets and schedules.

Job Details

Main Responsibilities

- Provide assistance to the Mining team as required
- Construction work, snow removal and road maintenance activities
- Repair person work, maintenance/site clean-up and other janitorial duties
- Basic mobile equipment operation and excavation
- Perform routine rounds of sampling to ensure operation and assist with sample collection and transportation to assay lab
- Delivering supplies and moving equipment
- Report any unsafe conditions to operator or supervisor immediately
- Other duties as necessary

Requirements

Education

- Grade 12 diploma or GED preferred but not essential
- Valid driver's licence is advantageous

Experience

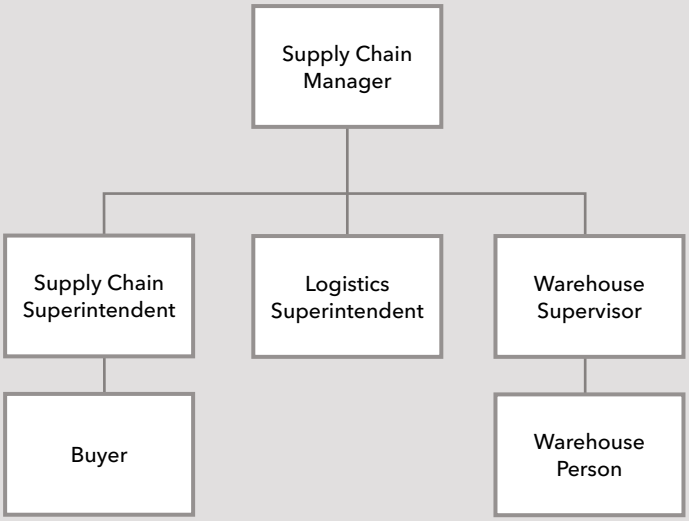
- Previous experience performing general labour duties in an industrial environment is considered an asset

Other

- Ability to work with minimal supervision
- Mechanical aptitude
- Willingness to learn new skills
- The desire to pursue a career in mining
- Good work ethic
- Good communication skills both oral and written

Supply Chain

Organization Chart



Supply Chain Manager

The role of Supply Chain Manager reports to the General Manager and is responsible for overseeing and managing the mine's overall supply chain, procurement, logistics strategy and operations. Ensures process efficiency and productivity. Assists in optimizing the mine's operating and capital cost structure.

Job Details

Main Responsibilities

- Be a safety leader
- Provide leadership and direction to the Supply Chain team to provide an effective, efficient service on the Company's behalf
- Oversee all areas in supply chain including purchasing, warehousing, inventory and contracts administration
- Establish, develop, implement, maintain, and constantly improve the systems and processes of warehouse, logistics, procurement and all areas of responsibility
- Ensure the end-to-end procurement function is performed in accordance with construction schedules ensuring undisrupted operations
- Ensure procurement complies with the Company's delegation of authority policy
- Use data and analysis to find efficiencies and cost savings
- Ensure the supply chain objectives are aligned to support and deliver the Company goals and strategy
- Recommend targets for cost reduction, cost savings, service levels and supplier management
- Maintain the restricted items register
- Maintain the Material Safety Data Sheet (MSDS) register at Blackwater
- Oversee contract administration and resolve any issues that arise with contracts
- Ensure direct reports have the training and resources to accomplish their goals

Requirements

Education

- Degree in Business or related subject
- Recognised professional certification in Procurement, Supply, Logistics and/or Inventory advantageous

Experience

- 10+ years in senior supply chain and materials management roles in a mining environment preferably a start up project
- Extensive experience with ERP / purchasing and inventory platforms
- Supply, logistics and warehousing management system experience

Other

- A proven successful track record of leading teams and managing people
- Demonstrated commitment to creating and maintaining a safe working environment
- Strong organisation, planning, negotiation, analytical and critical thinking skills
- A team player and with the ability to work under pressure and meet deadlines
- Structured problem solver, who is aware of and focuses on the value drivers in the business

Supply Chain Superintendent

The role of the Supply Chain Superintendent reports to the Supply Chain Manager and is responsible for supervising the procurement and warehousing activities to support operational requirements, and management of inventory levels. Acts as team lead for the Supply Chain team, providing guidance and direction to other team members. Assists with requirements, compiles specifications, tenders out for quotations/ proposals and issues contracts.

Job Details

Main Responsibilities

- Help with leading the continuous improvement and execution of purchasing strategy, policies and guidelines regarding materials categories and contracts
- Manage the material demand yearly needs with the user areas and identify and develop suppliers to support commercial and operational requirements on their shift rotation
- Interface with key client executives, maintain strong working relationships with internal clients
- Ensure end-to-end procurement function is performed in accordance with construction schedules ensuring disrupted operations
- Service user departments in the preparation and evaluations of bids, negotiation with suppliers, award recommendations, issuance of award and regret letters
- Administrates tender processes, participating in the selection of suppliers and bid lists
- Provides ongoing advice, answer queries from suppliers
- Develop and lead the implementation of an onsite warehouse strategy

Requirements

Education

- Minimum a bachelor's degree in Business Administration, Accounting, Finance, or related field, or a combination of education and work experience
- Completion and/or currently taking Supply Chain Management Professional (SCMP) courses

Experience

- A minimum of 5 years experience in a supply chain role, and familiarity with the mining or energy industry

Other

- Excellent analytical, problem-solving and negotiation skills
- Strong knowledge of mining suppliers would be considered an asset
- Able to work in a team and play a leadership role when needed
- Attention to detail, especially with writing and editing
- Able to work under pressure and tight deadlines while producing high quality, error-free content
- Excellent knowledge of accounting and finance principles
- Strong liaising and networking skills

Logistics Superintendent

The role of Logistics Superintendent reports to the Supply Chain Manager and leads and manages the logistics operations including transportation, safety and expediting. Manages the interface between Logistics and the Operational teams ensuring all servicing requirements are met.

Job Details

Main Responsibilities

- Establish priorities and allocate resources
- Manage the financial, operational and human resources for the logistics function
- Establish the annual operating and capital budgets for the team consistent with the Company's guidelines and business planning process
- Manage the implementation of systems, policies, practices and procedures within the logistics function that optimizes operational efficiencies
- Represent the Logistics team in meetings, work with other team leads in developing strategic plans and assist in meeting the objectives of this team
- Take a leading role in the employment and development of staff
- Ensure ongoing effective management of staff by setting clear performance goals, providing regular feedback and development through training
- Ensure direct reports are developed, trained and coached to obtain optimum efficiencies

Requirements

Education

- Minimum a bachelor's degree in Business Administration, Accounting, Finance, or related field, or a combination of education and work experience
- Completion and/or currently taking Supply Chain Management Professional (SCMP) courses

Experience

- 8 - 12 years of related experience
- 5 - 7 years of supervisory experience

Other

- Strong communication and leadership skills
- Exceptional organizational skills
- Good understanding of technical and operating processes relevant to mine planning and scheduling
- Commitment to the occupational health and safety policies of the business
- Ability to work with all levels in the organization

Buyer

The role of Buyer reports to the Supply Chain Superintendent and provides professional procurement services. Ensures economical sourcing and purchasing of materials and services for operational requirements at the mine site.

Job Details

Main Responsibilities

- Source tenders and quotations
- Negotiate with suppliers and work with the end user to gain the best value for the Company
- Process purchase orders
- Provide direction to mine site teams with regard to purchasing procedures
- Process account enquiries promptly
- Support and promote the local community supply infrastructure
- Work with suppliers to ensure they are providing the required service levels
- Ensure all teams are in compliance with the Company's purchasing policy and procedures
- Establish and maintain a neat and systematic storage and archiving system for tenders, quotations and purchase orders as well as all other related documents
- Respond to queries and resolve issues for all teams
- Ensure all teams are aware of events that may affect their work, enabling them to perform their duties more effectively
- Adhere to ethical standards in dealing with external suppliers and the general community ensuring they are in alignment with the Company *Code of Conduct*

Requirements

Education

- Business Administration diploma (2-year program)
- Working toward a PMAC designation

Experience

- 4 - 8 years of purchasing experience

Other

- Working knowledge of legislation requirements under the *Occupational Health and Safety Act*, *Transportation of Dangerous Goods Act* and current tax ruling

Warehouse Supervisor

The role of Warehouse Supervisor reports to the Supply Chain Manager and supervises the Warehouse team. Ensures the efficient operation of all warehouse activities including receiving, unloading, material handling and inventory control. Ensures that the warehouse is well organized and functional and is safely and easily accessible.

Job Details

Main Responsibilities

- Supervise warehousing activities
- Ensure all incoming materials are compared to shipping documents to determine any shortage, overage, damage or incorrect product
- Manage the warehouse inventory ensuring minimum and maximum thresholds are maintained at all times
- Ensure the safekeeping of the inventory and oversee the delivery, ensuring all transactions are carefully documented and items accounted for
- Ensure inventory reports are completed and submitted in a timely manner
- Maintain an efficient operating warehouse, ensuring staff respond quickly and professionally to issues and requests
- Maintain the necessary staffing levels to ensure the efficient operation of the warehouse
- Ensure stock returns are prepared and dispatched to suppliers as required
- Work with team leads of Environment and Logistics to ensure that correct procedures for the handling and storage of hazardous materials are established and closely monitored
- Ensure there are sufficient security measures in place for the protection of materials, equipment and the warehouse facilities
- Prepare monthly reports and attend warehouse meetings
- Ensure that all warehouse records are maintained and well organized
- Manage the control of company assets and records ensuring their safekeeping
- Oversee data entry and reporting of warehouse transactions for accuracy and timely processing

Requirements

Education

- Grade 12 diploma or GED preferred but not essential
- Warehouse Trade Certification
- Completion of "Dangerous Goods" course
- Management or supervisory training courses

Experience

- 5 years experience in inventory control, warehousing, material handling and logistics
- 2 years experience in a supervisory role
- Previous experience operating warehouse equipment

Other

- Familiar with computerized material management
- Attention to detail with excellent organizational skills
- Sound judgment in resolving issues
- Excellent oral and written communication skills with internal and external contacts

Warehouse Person

The Warehouse Person will be responsible to receive materials and enter relative information into database system.

Job Details

Main Responsibilities

- Store materials in assigned location within the warehouse
- Convey materials to storage by hand, hand truck or forklift
- Keep accurate records of goods and materials entering and leaving the warehouse
- Operate support equipment including, pick-up, forklift and skid loader or small loader
- Issue materials and assist in inventory control cycle count of materials
- Assist personnel with the location and identification of parts
- Packaging of materials or goods for storage, shipment or return
- Ensure that the warehouse is maintained in a neat and orderly condition
- Other duties as directed by supervisors

Requirements

Education

- Grade 12 diploma or GED
- Partsperson 3 Red Seal Certification

Experience

- Previous experience in warehousing and computer usage is required
- General working knowledge of mining equipment parts and operational supplies is preferred
- Demonstrate work experience in material handling and conveying equipment preferred

Other

- Must possess a valid driver's licence and maintain a good driving record
- This position requires physical skill and ability to maintain a healthy and clean atmosphere and to perform moderate to heavy labor activities that include repetitive or sustained physical effort, continuous walking or standing, kneeling, bending, squatting, climbing of vertical ladders and equipment frequent lifting and carrying of equipment and materials from 30 to 50 lbs.
- Successful candidate must be able and diligent in using personal protective equipment (PPE) as warranted by job conditions and company policy

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