

Greenstone Gold Mines L.P. is a 50/50 joint venture partnership between Centerra Gold Inc. and Premier Gold Mines Ltd. formed for the purpose of the joint ownership and development of the Greenstone Gold Property including the Hardrock Gold Project located on a historical mine site in the Geraldton-Beardmore Greenstone belt in Ontario. The Hardrock Project is managed directly by a dynamic and experienced Owner's team, with an estimated \$1.2 Billion investment over the four-year engineering, procurement and construction phase, with an estimated 15-year operating life.

DOCUMENT CONTROL AND ADMINISTRATION CLERK

Reporting to the Document Control Lead, the Document Control and Administration Clerk will provide administrative and document control support for Greenstone Gold Mines (GGM) and the Hardrock Project.

PRIMARY RESPONSIBILITIES INCLUDE:

Document Control

- Maintain document distribution and document approval matrices
- Perform quality control checks on documents.
- Receive, log, distribute, and control all project documents
- Ensure documents are reviewed and approved in accordance with document approval requirements
- Manage the storage of electronic and hard copy documents
- Provide document control training and support to users of the system
- Develop and maintain good relations with engineering firm personnel
- Ensure shared drive folders are structured and maintained
- Assist with drafting and formatting of documents.

Office Administration

- Manage day to day office administration requirements
- Support the administration requirements of the GGM Board, including booking meetings, and distribution of agendas and documents.
- Greet visitors, answer phone and maintain a visitor's log
- Book meetings and order catering
- Maintain kitchen facilities and stock items
- Maintain and order office supply inventory
- Coordinating office maintenance, logging service requests and following up with building maintenance/suppliers
- Update and distribute employee directories and contact lists
- Maintain company calendars
- Assist with travel requirements and prepare employee expense reports, as required
- Manage and allocate teleconference and video conference accounts
- Receive and sort mail, arrange for couriers
- Take and draft meeting minutes as required
- Office health & safety inspections and provide office health & safety information to visitors

SKILLS AND COMPETENCIES

- General working knowledge of office administration and document control practices
- Strong computer skills including extensive knowledge of Microsoft Office applications
- Excellent written and verbal communication skills, and able to maintain and foster strong working relationships
- Strong attention to detail
- Proven interpersonal, organizational, analytical and problem-solving skills



- Ability to take initiative, multi-task and meet deadlines in a fast-paced environment
- Confidence in ability to work in a highly technical and changing work environment

EXPERIENCE, QUALIFICATIONS & EDUCATION

- Minimum of 3 years' experience in office administration and/or document control
- Post-secondary education in business or office administration
- Mining industry or engineering firm experience considered an asset

LOCATION

This position is a temporary one (1) year contract based in Oakville.

HOW TO APPLY

To submit your resume by March 11, 2019 , please visit www.greenstonegoldmines.com/careers

We thank all candidates for their applications, however, only those selected for an interview will be contacted.

Greenstone Gold Mines is committed to inclusiveness, equity and accessibility. We encourage all qualified candidates to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process.