

Job Title: Administrative Assistant

Make an impact at Canada's premier mining company.

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

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

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

New Afton Mine

Situated 10 kilometers west of Kamloops, British Columbia, the New Afton Mine is an underground gold and copper producing site.

Kamloops is a city of 90,000 people, located 350 kilometers east of Vancouver. The area provides the opportunity to live and work in a vibrant community with its own university and within easy reach of world class ski resorts, championship golf courses, mountain biking trails, popular recreational lakes and award-winning vineyards

About The Role

Schedule: Part Time – 3 days per week, Tuesday – Thursday (8 hours/day)

Position Reports To: Manager of Human Resources and Community

Position Overview

As a key part of New Gold's administrative team, the Administrative Assistant will work with the management team to support key areas of work including project and program facilitation and the preparation and associated duties in support of day to day business needs.

Key Responsibilities

- Leading and executing the necessary preparations for board and leadership meetings
- Assisting the management team with travel arrangements and meeting scheduling/calendar management
- Conducting market/industry research
- Preparing correspondence, reports, and memos using Microsoft Word, Excel, Powerpoint, Visio and Outlook
- Assisting the organization of on and off site events including: employee social events, annual employee update meetings, and corporate tours
- Responding to inquiries and requests from various departments and community groups
- Coordinating site requests for catering
- Preparing purchase requisitions, receive invoices, track site administration budget and manage corporate credit card
- Composing Management team meeting agenda and minutes
- Performing standard administrative, clerical and general office duties

Qualifications

- Degree or 2-year Administrative Diploma and 3+ years' experience in a sr. administrative role
- Ability to work independently and self-motivated
- Attention to detail and accuracy
- Critical thinking and analytical skills
- Quick thinking, problem-solver, able to anticipate potential obstacles and respond to challenging people and circumstances
- Mining industry experience is preferred
- Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals
- Able to grow positive relationships with colleagues at all organizational levels
- Responsive, understanding and supportive to concerns brought forward regarding discretion, confidentiality and sensitive issues related to the company, executive and staff
- Strong verbal and written communication skills
- Strong administrative, organization and time management skill
- Excellent knowledge of MS Office (Word, Excel, PowerPoint, Visio and Outlook)
- Experience with SAP would be beneficial
- Grade 12 education and a valid BC Driver's License.

Other Requirements

Candidates will be required to participate in a comprehensive qualification process, including:

- Successful completion of pre-placement functional screen
- Provide proof of a valid Class 5 driver's license
- Demonstrate eligibility to work in Canada
- Provide confirmation of valid educational requirement

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

Inclusion, Equal Opportunity, Accessibility

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

Additional Information

Visit our LinkedIn Career Page or follow us on LinkedIn.

To Apply

Please e-mail your resume and cover letter with subject line **2019-090 Administrative Assistant** in Word or PDF format by **11:59pm on October 3, 2019** to careers.newafon@newgold.com.