

## Administrative Assistants

Make an impact at Canada's premier mining company.

When you advance your career at New Gold, you are joining a Canadian-focused intermediate gold mining company engaged in the operation, development and exploration of mineral properties. Our mission is to be a leading intermediate gold producer, driving responsible and profitable mining in a way that creates sustainable value for our employee, shareholders, the communities in which we live and work and our environment. To learn more about New Gold, visit our website at [www.newgold.com](http://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
- 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 picturesque 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, 20 hours per week, schedule flexible

**Position Reports To:** There are two positions to be filled. One will report to the Maintenance Manager and the other will report to the Processing Manager.

### Position Overview

The Administrative Assistants are responsible for assisting the Maintenance and Processing Departments with administrative and clerical support. The ideal candidate anticipates their teams needs, takes on tasks enthusiastically, and consistently delivers high quality work.

## Key Responsibilities

- tracking, updating and organizing records, personnel training records, project documents, and other records as required by the department;
- maintenance KPI and cost reporting;
- managing the ordering of office supplies;
- SAP data entry, invoices, requisitions, notification and other work documents;
- filing pertinent information;
- coordinating company business and social events;
- other related tasks as required.

## Qualifications

- Grade 12 Diploma or equivalent required
- Valid Driver's license with access to personal transportation
- Administrative Diploma, 3+ years' experience in an administrative role and/or a combination of applicable education and experience
- positive attitude
- excellent communication and interpersonal skills
- demonstrated high efficiency, and can work with minimal direction and as part of a team
- demonstrated proficiency in Microsoft Office including: Word, Excel, Access, PowerPoint and Outlook
- a minimum 2 years' experience working with SAP is considered an asset.

## 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 requirements

## Compensation

A competitive salary and performance bonus plan will be provided. This is not a camp operation and therefore the successful candidates will be required to relocate to the Kamloops area or travel and accommodation will be the responsibility of the successful applicants.

Applications will be accepted until 11:59pm on September 27, 2020.

## 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

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.

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