

Galore Creek Mining Corporation

Administrative Assistant

Located in northwestern British Columbia, Galore Creek is one of the world's largest undeveloped copper-gold-silver deposits. Galore Creek Mining Corporation, a partnership between Newmont Mining Corporation and Teck Resources Limited, is committed to improving the project economics and advancing the asset towards development. Working closely with the Tahltan Nation and other local communities, we strive for excellence in all our activities, with continuous improvement and responsible practices that contribute to sustainable development.

More information on the project is available at www.gcmc.ca.

REPORTING

The Administrative Assistant performs a variety of administrative duties for the GCMC team, which requires knowledge of GCMC's department policies and procedures.

OVERVIEW

Located in Vancouver, British Columbia, the successful candidate for this full time, salaried position with benefits would ideally have a start date of early February to early March 2019.

KEY RESPONSIBILITIES

- Receive and screen general emails, telephone calls and visitors; assist with incoming inquiries; and resolve problems using knowledge of department policies and procedures.
- Serve as a liaison between managers and employees; schedule appointments, meetings, and conferences.
- Compose correspondence, edit documents, and take and transcribe minutes of meetings as necessary.
- Research, compile and prepare data and communications for administrative and technical reports, presentations, trade shows and conferences.
- Prepare for meetings, which may include setup of A/V equipment and organizing catering requirements.
 - Make arrangements for employee domestic and international travel, including flight, hotel and car rental bookings; complete expense reports.
 - Generate requests for payment and code and enter data.
- May assist with compiling and developing the department's annual budget.
- Project coordination and special assignments as requested.
 - Circulate mail, records, and publications; order and maintain the department's office, lunchroom, and safety supplies, either through direct order or through service providers (e.g., coffee and tea service; filtered water service; printer and plotter service and supplies; cleaning service providers, etc.).
- With advanced knowledge of filing systems, create, maintain and update department files, records and publications, mostly in a digital environment but sometimes in hard copy.
 - Perform printing, copying, collating, binding, packaging, etc., and disseminate routine and other documents.

- A certain degree of creativity and latitude is required.
- Office professionalism required.

The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive.

Key Competencies, Knowledge and Experience

- High school graduation.
- Minimum 6 years administrative experience or equivalent combination of training and experience.
- Minimum 2 years working with a Manager or Director.
- College level courses or secretarial/business school training is desirable.
- Intermediate computer skills; proficiency in Word, PowerPoint, Excel and SharePoint is an asset.
- Excellent communication skills, both written and verbal.
- Able to work with minimal supervision.
- Relies on experience and judgment to plan and accomplish goals.
- Strong organizational skills and attention to detail.
- Basic knowledge of office equipment.

HOW TO APPLY

Interested candidates should email their resume and cover letter to careers@gcmc.ca.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.