



Employment Opportunity

Position: Site Administrator (2 positions)
Location: Remote Site - Newcrest Red Chris Mine jobsite
Status: Permanent / Full-time
Closing Date: Until filled

TNDC is looking for Site Administrator personnel at our Newcrest Red Chris Mine jobsite. The ideal candidates will provide administrative and logistical support to the project management team. The work is at a remote location in a camp setting on a rotation schedule, working 14-days on and 14-days off. The shifts are typically working 12-hours in duration, however, infrequently may be required to work out of the norm to accommodate operational requirements.

Responsibilities

Reporting to the Project Manager or designate, responsibilities include, but are not limited to:

- assisting with office, administrative and clerical functions to keep the project running smoothly and meet targets
- providing administrative support as a part of a team in conjunction with multiple departments
- auditing daily labour timecards, equipment, and material charges (LEM)
- updating managers, superintendents, and supervisors of employee changes
- data entry for payroll, accounts payable and accounts receivable
- communicating and advising site logistics and health & safety personnel of all incoming / outgoing TNDC personnel
- arranging and confirming travel arrangements; preparing manifests
- shipping, receiving, and distributing freight
- adhering to relevant company procedures and policies
- attending toolbox, safety, and other meetings
- performing additional duties as assigned

Qualifications and experience

- 2+ years' administrative experience in a dynamic, high-volume role; previous experience in construction or a related industry would be an asset - combination of related post-secondary coursework and experience will be considered
- excellent written and oral communication skills with attention to detail
- proficiency with MS Office (Outlook, Word, Excel, etc.); an aptitude for learning new computer systems
- solid keyboarding skills with the attention to detail to find and correct errors in documents
- able to take direction, follow instructions and adapt to changing priorities and multi-task
- cross-cultural awareness with an understanding and sensitivity of the challenges associated with differences in cultural and economic backgrounds
- excellent customer service focus, with an ability to work collaboratively with others and independently as well

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- valid Occupational First Aid Certification (OFA) and WHMIS Certification preferred
- absent an approved exemption, due to federal, state, local, provincial and/or client-requirements; this position may require an individual to be fully vaccinated by a Health Canada-approved or authorized COVID-19 vaccine

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS