



MUSSELWHITE

CAREER OPPORTUNITY

Newmont is the world's leading gold company and a producer of copper, silver, zinc and lead. The Company's world-class portfolio of assets, prospects and talent is anchored in favorable mining jurisdictions in North America, South America, Australia and Africa. Newmont is the only gold producer listed in the S&P 500 Index and is widely recognized for its principled environmental, social and governance practices. The Company is an industry leader in value creation, supported by robust safety standards, superior execution and technical proficiency. Newmont was founded in 1921 and has been publicly traded since 1925.

Project Coordinator

Musselwhite Mine

You will be responsible for developing and maintaining a detailed project schedule and assist the Mine Superintendent with all aspects of project performance including costs, schedule, quality and project status at Newmont Musselwhite Mine.

Responsibilities include:

- Develop and maintain excellent relationships with trade contractors, consultants and clients.
- Develops performance status reports for the Mine Superintendent and key stakeholders regarding cost forecast, schedule and safety.
- Assists with issuing subcontracts and monitoring their progress.
- Provide support and guidance to contractors.
- Acts as a liaison between contractor and company.
- Coordinate and ensure project targets are met as forecast, within budget and safety parameters.
- Ensure the contractor/consultant is utilizing training, tools, and equipment to perform the work safely and efficiently.
- Assist in the development and implementation of policies and procedures as required by the Mine Department.
- Track project status against baselines.
- Able to work with construction change orders, notices and revisions.
- Ability to read blue prints.
- Plan and implement support projects.
- Ensure all work is executed to the required standards and company policies and procedures.
- Work with other organizations in order to establish sound business relationships.
- Work in a healthy work environment with full support, cooperation and commitment to satisfy our operation's goal of being accident-free.
- Comply with federal and provincial acts and regulations, and legal requirements.
- Adhere to all relevant corporate policies and procedures.
- Perform other duties as assigned.

The ideal candidate will possess the following education, experience and competencies:

- College diploma or degree preferred but will consider a secondary school diploma with extensive experience and certificates.
- Preferably 5-10 years of operational mining experience, with 2-5 years in a leadership capacity.
- Completion of the Ontario Supervisor's Common Core Program (#P770121).
- Demonstrated ability to motivate others and initiate change that yields positive results in terms of safety, production and cost management in the Mine department.
- Highly effective communication skills, organization, detailed planning and execution.
- Working knowledge of construction equipment/techniques, drawings/specifications, building material and required standards applicable to discipline
- Ability to develop and maintain strong relationships with external and internal partnerships of the Mine department.
- A high level of flexibility to adapt to changes as necessitated by the business.
- Strong commitment to seeking efficiency and productivity improvements.
- Proficient computer literacy.

The work schedule for this position is 7 days on 7 off, 12 hours shifts.

As an equal opportunity employer, Newmont is committed to diversity, inclusion, 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.

How to Apply

If you like to be part of the Musselwhite Team, please apply online at (<https://jobs.newmont.com/>) or by email are MusselwhiteCareers@newmont.com by fax to (807) 928-2158 by **February 13, 2021**. Please notify you respective Community Based Resource Workers/Economic Development officer that you are making an application for this role.