



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.

Mine Coordinator

Musselwhite Mine

Responsibilities include:

- Work with Underground Supervisors to develop and maintain a plan so that each crew is covered for absenteeism, training and planned absences, ensuring 95% of positions are filled on each shift.
- Comply with federal and provincial acts and regulations and legal requirements as well as adhere to all relevant corporate policies and procedures.
- Ensure supervision and mining teams are using the safety tools to their full extent.
- Expand the reporting and investigation of Near Misses.
- Manage and follow-up on action items from hazard reporting tools, accident/incident investigations, JHSEC tours.
- Review and ensure underground procedures and processes are current.
- Raise the personal accountability of Mine department personnel in safety awareness.
- Manage Mine department manpower per budgeted plan.
- Ensure mining plans and methods minimize all potential risks to an acceptable level.
- Ensure monthly and weekly mining plans are achievable and support the 3-month forecast.
- Manage the planning process to ensure communications have occurred with all relevant parties to mitigate the chance of unplanned events occurring.
- Monitor and measure compliance to plans and take the required steps to get back on plan.
- Manage and support optimization projects.
- Work with HR to develop and monitor a progressive salary structure for promotions, and training and development opportunities for team members.
- Ensure each member of the Mine department receives an annual performance review according to planned cycles.
- Plan for future/anticipated specialized manpower requirements.
- Manage Mine department vacation schedule.

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.
- Minimum 10 years of operational mining experience, with 3-5 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.
- 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 on, 7 days off, working 12-hour days.

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 **March 4, 2021**. Please notify you respective Community Based Resource Workers/Economic Development officer that you are making an application for this role.