



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 Clerk **Musselwhite Mine**

We are seeking reliable individuals who are looking to broaden their skill sets at Musselwhite in addition to their current positions to provide administrative support to our busy Maintenance Department. Reporting directly to the Maintenance Superintendent.

Responsibilities include:

- Entering Maintenance information/data in SAP (CMMS)
- Travel changes and coordinator for all Maintenance Personnel
- Produce end of month reporting statistics with the maintenance team on safety, training etc.
- Perform general administrative duties as required
- Input and verify contractor month-end reports
- Manage the Maintenance departments training matrix

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

- Minimum Grade 12 education, or GED
- Minimum 2 years of clerical/administration experience
- Familiarity in Microsoft Office Suite applications
- Basic understanding of mining terminology and processes an asset
- Demonstrated client service orientation, and the ability to work collaboratively within a team of professionals
- Excellent communication skills (verbal, written, listening)
- Detail-oriented, and able to prioritize to ensure deadlines are met
- Ability to work with a diverse mix of cultures
- Ability to accurately multi-task in a high paced environment
- Maintain a positive attitude

The work schedule for this position is 4 on, 3 days off, working 10-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 would like to be part of the Musselwhite Team, please apply online at <https://jobs.newmont.com/> (Requisition #26280) or by email at MusselwhiteCareers@newmont.com by fax to (807) 928-2158 by **October 28, 2022**.

You can also scan the QR Code Below.





At this time, we are not accepting candidates referred by recruitment agencies.

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Consistent with Newmont's values of safety and responsibility, we believe that COVID-19 vaccination is a critical tool to fight this pandemic and protect the health and safety of Newmont's workforce and the communities in which we work and live. Accordingly, if you receive an offer of employment for this position, you will be required to provide a declaration confirming that you are fully vaccinated against COVID-19 prior to your anticipated start date, and you may also be required to provide proof of vaccination prior to your anticipated start date, or at a later date upon Newmont's request. Newmont will consider individual requests for exemption/reasonable accommodation by applicants who cannot be fully vaccinated due to medical reasons or other grounds protected by applicable human rights law.