

Trafigura Group has an immediate need for a qualified **Mine Clerk** at Myra Falls Mine on Vancouver Island, British Columbia. We are an Equal Opportunity Employer and offer a very comprehensive compensation and benefits package.

Make Myra Falls Mine your next career choice!

The purpose of this role is to provide administrative support to the mining and technical services departments at the Myra Falls Mine. The provided support will have an added emphasis on communication, administration, mine statistic and personnel scheduling. Reporting to the Mine Operations Manager, the Mine Clerk will be working within the Mine Operations and Technical Services team to ensure operational data is captured and reported internally and externally as required. More specific responsibilities include, but are not limited to:

Responsibilities

- Input daily production statistics into databases and Key Performance Indicator (KPI) reports
- Time entries for hourly and staff
- Support Mine Supervision with general personnel and leave requests
- Support management in overtime, leave approvals and crew scheduling processes
- Receive and enter vendor invoice and create monthly departmental accruals for finance department
- Support with coordination of daily performance management meetings
- Process inventory & consumable requisitions and Service Entries (SAP)
- Raise purchase requisitions, process service entries, and general ordering for the departments
- Perform specific mine statistic entry as required for the departments
- Execute general administration tasks as required including: answering telephone, photocopying, binding, booking of hire cars & conference rooms, arrange & pick up lunches for training & executive meetings as required, arrange & maintain all mine filing, booking camp rooms & worker site orientation for vendors and service providers, take meeting minutes and distribute etc.
- Coordinate the information collection for presentation on all area communication and notice boards
- Prepare meeting rooms & presentations for Mine meetings
- Liaise with Payroll and HR departments regarding leave, time entries in SAP, leave and overtime form audits and validation and ensure all entries are done within specified timeframes.
- Support annual review process for Mine and TS staff through the established process and HR

Requirements

- Education: Grade 12 Diploma (GED or equivalent)
- Minimum of 5 years' experience in an administrative role
- Experience with Microsoft Office suite of products for data entry
- Experience with SAP is preferable
- Ability to navigate Excel
- Prior Mine Site experience will be considered favorably
- Effective time management and prioritization abilities
- Organization skills & attention to detail
- Professional service focus
- Excellent written and verbal communication, organizational, and interpersonal skills
- Relationship and team building
- Ability to achieve effective results in a demanding environment

This is an onsite position and daily travel between the Campbell River/Courtenay area and the mine site is required. Bus transportation is provided. Applicants must be legally entitled to work in Canada.

Interested candidates should send their resumes to Myrafalls.Careers@myrafallsmine.com. We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.

