

ST. LAWRENCE FLUORSPAR PROJECT

Clerk - Geology



We are currently seeking applications from individuals who are interested in joining our team as a **Geology Clerk**. The primary focus of this role, will be to provide effective clerical services to support the efficient operation of the Geology department.

Reporting to the Chief Geologist, this position is temporary in nature based on a Monday to Friday schedule, 20 to 40 hour work week. Primarily, the incumbent will be responsible for entering requisitions, compiling and distributing daily production sheets, collecting timesheets and verifying hours, organizing schedules, maintaining records on contractor / supplier work conducted and reconciling related invoices, tracking operating hours and generating reports on this information. This position will also work closely with other departments to help track documentation and parts status. The successful candidate will also perform routine clerical duties such as filing, typing letters, schedules, meeting minutes and notices.

The ideal candidate will possess a Diploma in Business Administration and a minimum of two (2) years clerical experience. A combination of relevant post secondary education and on-the-job training will be considered. Proficiency with Microsoft Office products, including Word, Excel, PowerPoint and strong verbal and written communication skills are essential for this position. Experience in a mining or a heavy industrial environment would be desirable.

To apply, please forward a cover letter and resume by **12:00 p.m. on August 12th, 2018** to:

Posting #2019-048 – Clerk - Geology
Attn: Human Resources Department
Email: careers@canadafluorspar.com
Fax: (709) 873-3335

CFI is an equal opportunity employer. We encourage all qualified applicants to apply. We thank all applicants for their interest, however, only those considered for an interview will be contacted.