

ST. LAWRENCE FLUORSPAR PROJECT

Mine Operations Clerk

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



Reporting to the Mine Operations Superintendent, this position will work on a rotational schedule.

Primarily, the incumbent will be responsible for compiling and distributing daily production sheets, collecting timesheets and verifying hours, tracking operating hours and generating reports on this information. The Mine Operations Clerk will be responsible for compiling daily safety data of the crews on shifts as well as reviewing pre-task paperwork, entering work orders and training records and maintaining the filing system.

The successful candidate will also perform routine clerical duties such as managing warehouse and magazine issue tickets, blast paperwork filing, schedules, meeting minutes and notices when necessary.

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, PowerPoint and strong verbal and written communication skills are essential for this position.

The Mine Clerk will be required to be proficient and have in depth knowledge working with Microsoft Excel Software. Ex; tables, pivot tables, macros, detail formulas, etc....

To apply, please forward a cover letter and resume by **5:00 p.m. on September 16, 2020** to:

Posting #2020-034 – Mine Operations Clerk
Attn: Human Resources Department
Email: careers@canadafluorspar.com
Fax: (709) 873-3335