

ST. LAWRENCE FLUORSPAR PROJECT

Mobile Maintenance Clerk

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

Reporting to the Mobile Maintenance Supervisor, this position will work a five (5) day on / two (2) day off work schedule. Primarily, the incumbent will ensure an appropriate filing system is maintained for all Work Orders, Equipment and other maintenance related information. This position will also be responsible for compiling and distributing daily maintenance updates, tracking equipment availability, tracking equipment operating hours and generating reports on this information. The Mobile Maintenance Clerk will be in charge of ordering parts and using the SAGE system to issue warehouse tickets. The successful applicant will work closely with the Mine Clerks to help maintain a computerized maintenance information system by inputting and analyzing data as required.

Interested candidates should possess a well-established background in maintenance administration, complimented by a post secondary education in office/business administration. A combination of relevant post secondary education and on-the-job training will be considered. Proficiency with Microsoft Excel and strong verbal and written communication skills are essential for this position. Experience with computerized maintenance information systems a definite asset.

To apply, please forward a cover letter and resume by **5:00 pm June 20th, 2021** to:

Posting #2021-020 – Mobile Maintenance Clerk

Attn: Human Resources Department

Email: careers@canadafluorspar.com

Fax: (709) 873-3335