



## About Marathon Gold

Marathon Gold Corporation (“Marathon” or the “Company”) is engaged in the exploration and development of the Valentine Gold Project (the “Project”) located in the central region of Newfoundland and Labrador. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Marathon is a public corporation (TSX:MOZ) headquartered in Toronto, Ontario with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at [www.marathon-gold.com](http://www.marathon-gold.com)

Marathon is currently inviting applications for an Administrative Assistant to join our growing team as the company transitions to mine construction and ultimately mine operations.

## Administrative Assistant

Reporting to the Superintendent, Mine Operations, the Administrative Assistant is responsible for providing administrative support to the Mine department. This role will work closely with department leaders to assist in such things as the generation of rosters, shift rotations, vacation schedules, exception time reporting, and prepare weekly and monthly reports.

In addition, the successful applicant will provide support to timely completion of high-quality work and attainment of deadlines through the general administrative support of the day-to-day operations. The Administrative Assistant will support other departmental administrative staff as needed through sharing of knowledge, information, and experience, and will provide occasional in-fill support during vacation and other absences for critical activities such as time entry.

This position is located at the Project site, working a 14 days in/14 days out rotation.

### Accountabilities/Responsibilities:

- Perform, various supportive, administrative functions including, but not limited to, oversight of management and departmental scheduling, data entry, document preparation, and scheduling meetings for management.
- Provide high-quality administrative assistance through the use of standard software and Company business systems (i.e., MS Office suite, SAP, etc.).
- Support departmental administrative clerks as needed through sharing of knowledge, information and experience, and provide occasional in-fill support during vacation and other absences for critical activities such as time entry.
- Assist with the entry of daily payroll, timecards.
- Enter, verify and monitor employee, contractor and consultant site travel bookings.
- Requisition non-maintenance items for the Mine.
- Enter expense claim forms for the Mine department personnel.
- Organize and manage central files and technical information, maintain and update files regularly.

- Generate and maintain departmental Roster as needed.
- Take department meeting minutes and prepare department documents as required.
- Attend and participate in department safety meetings.
- Provide support to other departmental administrative clerks as needed through sharing of knowledge, information and experience, and provide occasional in-fill support during vacation and other absences for critical activities.
- Remain organized; be able to work autonomously, take initiative, work independently, and follow-through on tasks.
- Assist the camp services department representative with inbound/outbound personnel based on work schedules, staffing matrixes and occupancy forecasts.
- Manage the travel and accommodation of inbound/outbound visitors and contractors.
- Perform other duties as required.

#### **Education and Experience Required:**

- Completion of a two year Office administration Diploma or equivalent (as deemed satisfactory by Marathon Gold)
- Three years of relevant experience with staff scheduling, travel coordination and logistics.
- Experience in a remote, operational or industrial environment.

#### **Skills and Knowledge:**

- Ability to communicate effectively at all levels.
- Attention to detail in all aspects of responsibilities.
- Flexibility and ability to work in a team environment.
- Ability to take initiative and work independently while supporting team members.
- Focused attitude.
- Self-motivated, confident, team orientated and can maintain a high level of professionalism in a fast-paced environment.
- Highly skilled in administrative computer applications such as Microsoft office suite (Outlook, Word, Excel, PowerPoint) and SAP.
- Ability to exercise appropriate levels of discretion and confidentiality.
- Time management and multi-tasking skills.
- Strong leadership abilities are considered an asset.
- A valid driver's license and driver's abstract required.

Marathon is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Marathon reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Marathon will review all applications; however, we will only contact those candidates who best fit the requirements.

Interested applicants are encouraged to apply.

Deadline to apply: **July 28, 2023**