



Calibre Mining Corporation is engaged in the exploration and development of the Valentine Gold Mine 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. Calibre is a public corporation (TSX:CXB) headquartered in Vancouver, British Columbia with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at www.calibremining.com

Calibre is currently inviting applications for a **Camp Accommodations and Travel Supervisor** to join our growing team as the company transitions from mine construction to mine operations.

Camp Accommodations and Travel Supervisor

Reporting to the Site Services Manager, the Camp Accommodation and Travel Supervisor will oversee and support on-site and remote Travel, Accommodations Administrative team, as well as the Camp Operations contractor. They will ensure proper communication for the efficient transportation of people via road and air to and from the mine site, including coordination with bus companies, airlines, and helicopter companies.

This position is located at the Project site, working on a 7 days in/7 days out rotation.

Accountabilities/Responsibilities:

- Demonstrates leadership in Health, Safety, and Environment through personal behaviors and conversations.
- Participate in Health, Safety and Environment initiatives, reviews, and investigations.
- Always establish and promote a respectful and healthy work environment.
- Supervise and lead the Camp Travel and Accommodations team.
- Management of the Camp Operations and associated contractor.
- Ensure contractors are meeting KPI's through detailed tracking and monthly KPI meetings.
- Oversee the on-site food services to ensure maximum quality, availability, and safety regarding food production.
- Provide oversight on the accommodations reservation system.
- Provide support and knowledge to the Camp Operations contract regarding the accommodations in terms of reservations, cleaning schedules, and staffing needs.
- Use the forecasting of accommodation needs and demands received from other departments to ensure a proper strategy is in place to maximize the utilization of resources.
- Compile and maintain summary data of asset utilization for reporting purposes to help inform camp management on decision making (such as summary of helicopter utilization/mins, summary of accommodation levels, food production and availability levels, etc.)
- Oversee travel, ensure these services are provided efficiently, effectively, and with the best possible service to site staff. Create and verify inbound and outbound travel manifests for bus and charter transportation.
- Ensure effective communication and transfer of information to employees, bus, and charter companies in a timely manner and oversee daily personnel transfers to/from site.

- Collaborate and communicate with all functional teams onsite.
- Establish and maintain strong working relationships with staff and contractors to ensure a constructive and cooperative working environment.
- Provide supervisory support in the absence of designated site services leaders.
- Establishes key performance indicators for the Site Services Department (Camp and Travel)
- Encourages interdepartmental collaboration and establishes a strong culture of continuous improvement across the operation.
- Lead the Camp Social club events as required.
- Perform other related duties as required.

Education and Experience Required:

- High School Diploma is required.
- Bachelor's Degree in fields such as hospitality management, food safety, tourism management, recreation management, or business would be considered an asset.
- A minimum of 5 years' leadership experience in a remote camp accommodation and travel role is required.
- Experience managing contractors is required.
- Experience working in a remote industrial environment is required.

Skills and Knowledge:

- Knowledge of health, safety, and environmental requirements in the Province of Newfoundland at remote sites.
- Knowledge and practical experience in the safe handling, and mass production of food in a remote setting.
- Knowledge and practical experience in the management of a remote camp facility.
- Knowledge of principles and methods for moving people by air or road, including the relative costs and benefits
- Demonstrated leadership, communication, and conflict resolution skills.
- Analytical and problem-solving skills.
- Effective time management skills and able to manage multiple priorities.
- Excellent computer skills with competence using Microsoft Office products specifically Excel, Project, and PowerPoint.
- Ability to influence and inspire others and manage cross-functional relationships.
- Excellent Organizational Skills.
- A valid driver license and a driver's abstract.

Calibre 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. Calibre reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

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

To apply for this position, please do so by clicking on the following URL link: [Careers](#)

Job ID 1121

Deadline to apply: Sunday, April 21, 2024