



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 an **Exploration Administrative Assistant** to join our growing team as the company transitions from mine construction to mine operations.

Exploration Administrative Assistant

Reporting to the Senior Exploration Manager, the Exploration Administrative Assistant is responsible for providing administrative support to the Exploration Department in order to ensure efficient execution of all exploration programs and associated tasks.

This position is located at the Grand Falls-Windsor office, working Monday to Friday with ad-hoc travel to site.

Accountabilities/Responsibilities:

- Support and assist in promoting a health and safety culture.
- Be a role model for safety, health, and environment.
- Entry and auditing of exploration data into various software and tracking systems.
- Assisting with Calibre exploration staff scheduling.
- Accommodations bookings for Calibre exploration staff and contractors.
- Coordinating fulfillment of site access requirements with exploration personnel and contractors.
- Creating, managing, updating and formatting current versions of standard forms and templates for exploration documentation, presentations, etc.
- Assisting with progress tracking of exploration activities.
- Working with exploration contractors to develop schedules of activities.
- Ordering, tracking and inventory of exploration equipment and materials.
- Monitoring and assisting with invoicing and budget tracking.
- Taking and distributing minutes of team meetings.
- Perform various administrative functions such as word processing, file management, preparation of internal and external communication and presentations, and recording and distribution of meeting minutes.
- Provide high-quality administrative assistance through the use of standard software and Company business systems (i.e. MS Office suite, SAP, Adobe, etc).
- Perform other duties as assigned.

Education and Experience Required:

- 2-year Office Administrative Diploma or equivalent.
- 3-5 years' experience in an Administrative Assistant role, managing a rotational site schedule.
- Related industry experience is an asset.

Skills and Knowledge:

- Highly skilled in administrative computer applications such as Microsoft Office suite and SAP.
- Strong attention to detail ensuring work is completed accurately and in a timely manner.
- Commitment to Health, Safety, and Environment.
- Strong interpersonal and communication skills (both verbal and written).
- Good planning, problem-solving, and coordination skills.
- Manages personal workload to ensure completion of tasks within schedules.
- Demonstrated commitment to ethics and integrity.
- Valid Class 5 driver's license and driver's abstract required.

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 1199

Deadline to apply: Thursday, August 22, 2024