



## **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. The Project is currently undergoing an environmental assessment and a construction decision is expected in 2022. 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 a HSE Systems Management Analyst to join our growing team as the company transitions to mine construction and ultimately mine operations.

## **HSE Systems Management Analyst Competition # MG0079**

Reporting to the HSE Manager, the HSE Systems Management Analyst will be responsible to provide support to the Construction Management Team in order to ensure effective internal and external communications, contractor management tracking, quality of work, and attainment of deadlines. This position also provides general day-to-day administrative support at the mine site.

This position is located at the Grand Falls-Windsor Office, working Monday to Friday.

### **Accountabilities/Responsibilities:**

- Collaborate with Construction Management team, Site owners and contractors to coordinate the Onboarding Programs for contractors;
- Maintain the organization’s Contractor Management System (Cognibox), including contractor set up as it pertains to contractors;
- Support contractors and contract management owners in the use of Cognibox;
- Responsible for issuing notifications to contractors and contract owners;
- Responsible for the set-up, maintenance, and reliable operation of Cognibox for contractor management;
- Provide documentation and technical specifications as upgrades to the Cognibox platform is communicated;
- Develop and support data collection initiatives for construction and regulatory reporting requirements;
- Conduct data analysis based on key performance indicators and other criteria established to measure success of HSE management system and elements;
- Responsible for timely and accurate weekly, monthly and quarterly reporting for various HSE performance reports to internal and external stakeholders;

- Develop and maintain HSE databases to support the sustainability of the HSE management system within the organization;
- Support the HSE management system development and implementation through auditing, construction and departmental performance measurement tracking and generation of data analysis summaries to enhance continuous improvement initiatives;
- Support the implementation of multiple HSE initiatives by providing support through communication of information and update of resource materials and tools;
- Interface with contractors to ensure appropriate collection of HSE information, reports and data;
- Provide support for technical writing and document management.
- Perform other duties as assigned.

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

- Post-Secondary Education within Health and Safety or related program.
- 5 years' experience as a systems analyst or health and safety professional.
- Experience working with and developing HSE management systems.
- Experience in a remote work site is considered an asset.
- Experience in an industrial setting is considered an asset.

#### **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.
- Highly skilled in computer applications such as Microsoft office suite (Outlook, Word, Excel, Powerpoint, Access).
- A valid driver's license and drivers 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 submit their application via email to [careers@marathon-gold.com](mailto:careers@marathon-gold.com) referencing **competition # MG0079**.

**Deadline to apply: Monday, December 5, 2022**