

**Administrative Coordinator
Competition # MG0007****Closing Date:
Sunday, June 27th, 2021**

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 with a view to construction commencing in early 2022 and first gold production in 2023. 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

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

Job Description

Reporting to the Chief Operating Officer, the Administrative Coordinator will be responsible to provide administrative support to the Marathon Gold management team in order to ensure effective internal and external communications, quality of work, and attainment of deadlines. This position also provides general administrative support of the day-to-day operations at the office in Grand Falls-Windsor.

This position is located in Grand Falls-Windsor.

Accountabilities/Responsibilities:

- Perform, at a senior skill level, various administrative functions such as word processing, file and records management, preparation of internal and external communications and presentations, document control, 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, etc).
- Handle basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting.

- Manage the day to day communications for the management team, including those of a sensitive or confidential nature.
- Work closely with the management team to manage the calendar and travel itinerary, and maintain the calendar of weekend site coverage by the management team.
- Organize meetings for the management team, including preparing agendas, booking meeting rooms, making travel arrangements, liaising with attendees and providing information to attendees.
- 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, organize or coordinate internal and external company sponsored events.
- Assist with purchasing and invoice processes for the management team.
- Prepare reports with information needed by various operations/departments.
- Assist in the development, enhancement and implementation of policies and procedures.
- Develop administrative policies and procedures.
- Maintain and monitor office supply inventory levels and place orders as required.
- Provide direct assistance to members of management in the day-to-day operation of the Grand Falls-Windsor Office.
- Maintain confidentiality at all times.
- Provide process improvement recommendations that will enhance the overall business.
- Perform other related duties as assigned.

Experience & Qualifications

- Post-Secondary degree in Business or a Business Administrative Diploma or equivalent.
- 5-7 years' experience supporting senior management.
- Experience working with and developing internal management systems.
- Experience in a remote work site 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.
- Strong leadership traits and abilities are considered an asset.
- Proficient in computerized maintenance management systems.
- Highly skilled in administrative computer applications such as Microsoft office suite (Outlook, Word, Excel, PowerPoint etc.)
- A valid driver's license and driver's abstract is required.
- SAP experience is considered an asset.

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 referencing competition # MG0007.

Deadline to apply: Sunday, June 27th, 2021