



JOB DESCRIPTION

BARKERVILLE GOLD MINES LTD.
3700 SKI HILL ROAD
WELLS, BRITISH-COLUMBIA
V0K 2R0

ADMINISTRATION & HR ASSISTANT

Reporting to the HR Manager, the successful candidate will be primarily responsible for providing administration support and assistance to the Administration group for our Operations team. The role requires a high degree of professionalism, discretion and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The successful candidate will:

- Assist with the recruitment and staffing process;
- Support the Administration and HR Manager with general duties;
- Maintaining all relevant records and producing reports;
- Provide First Aid coverage;
- General office administration duties.

REQUIREMENTS OF THE POSITION:

TRAINING / EXPERIENCE / CERTIFICATION / TRAINING

- 2+ years' experience working in an office setting;
- First Aid level 3;
- Administrative Assistant Certificate or relevant experience.

SKILLS AND ABILITIES REQUIRED

- Excellent organization and interpersonal skills with strong attention to detail;
- Good working knowledge of Microsoft Office particularly Word and Excel;
- Proactive, self-motivated and adaptable to change;
- Strong communication skills, both written and verbal;
- Excellent team player.