



# JOB DESCRIPTION

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

August 15<sup>th</sup>, 2017

## EXPLORATION ADMINISTRATIVE ASSISTANT

Reporting to the Project Manager, the Exploration Administrative Assistant will be primarily responsible for staff timecard validation, scheduling, requisitions and purchase orders, receiving, invoice coding, travel and accommodation booking, expense processing, cost tracking, memo writing, and answering phones.

### Job Details:

- Use of Synerion software to validate and rectify employee electronic timecards
- Use of Excel via SharePoint (Office 365) to update employee schedules
- Use of Sage 360 software to handle goods and services requisitions and purchase orders
- Receive and properly allocate incoming supplies
- Code goods and services to the correct task, property, and department
- Coordinate travel and accommodation plans at site
- Verify and process expense claims
- Provide cost tracking on multiple projects
- Assist with communications including memo's / emails / phone messages / notices

### Job Requirements:

- A minimum of 2 years in a similar Administrative role
- Experience with Admin duties related to heavy industry is advantageous
- Computer literate with excellent working knowledge of Microsoft Office programs
- Experience with Sage 360 and Synerion software is advantageous
- Strong organizational and time management skills
- Personable with strong communication skills
- Exceptional problem solving skills
- Candidates must be eligible to work in Canada