



JOB DESCRIPTION

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

MINE ADMINISTRATIVE ASSISTANT

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The successful candidate will:

- Track and report Mine Production and maintain various databases;
- Maintain mining records;
- Attend meetings and preparing meeting minutes ;
- Organize and maintain filing systems;
- Perform other duties and provide assistance as required;
- General office administration duties.

REQUIREMENTS OF THE POSITION:

TRAINING / EXPERIENCE / CERTIFICATION / TRAINING

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

SKILLS AND ABILITIES REQUIRED

- Proficient with Microsoft Outlook, Word, and Excel
- Proven ability to work under pressure and multi-task
- Good work ethic, self starter and high performance attitude

- Strong ability to build relationships and work effectively with others at all levels of the organization
- 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.