

MINE ADMINISTRATIVE & CONTROLS CO-ORDINATOR - (12699)

TO APPLY VISIT: www.iamgold.com/cotegoldcareers

Role Details

Responsible for coordinating contract management and procurement requirements for the mine in line with owner standards and business objectives:

- Coordinate with Mine staff and ensure completion of planning for mine project and operations materials inventory (PPE, Tools, others).
- Coordinate with and provide support to procurement personnel for sourcing and delivery of mine project and operations inventory in line with health and safety standards, established schedule milestones, within approved budgets and within industrial standards.
- Coordinate with and provide support to contracts personnel in scoping, bidding and negotiating mine operations contracts.
- Coordinate with and provide support to Contracts personnel in finalising contracts, getting required approvals and other contract award activities.
- Coordinate with and provide support to contracts and mine operations personnel in post award contract administration in line with health and safety standards, established schedule milestones, within approved budgets and within industrial standards.

Responsible for coordinating with Mine Staff to implement Mine Administrative Systems and Controls to ensure execution of project and operations deliverables in line with Health and Safety Standards, in line with budgets and schedule milestones:

- Assist Mine Manager in work planning, estimating cost of work, progress updates for all Mine activities (Mine Tech Services, Mine Ops and Mine Maintenance).
- Assist Mine Manager in developing administrative systems as required (including but not limited to H&S admin systems, staff and worker rotation and site presence systems, training tracking systems, vehicle registers, others tbc).

Responsible for co-ordinating and facilitating ongoing risk management activities for the mining team at Cote Gold and ensuring information flow between risk management processes at a site level and a corporate level as required:

- Design, Organise and facilitate Risk Management activities for The Mining Group
- Assist mine manager in follow up and ongoing tracking of risk mitigation activities.
- Provide input to and co-ordination with Project Risk Management process and also with the Operations risk management process

Qualifications

- Bachelor's degree in the fields of business, accounting, finance, administration or engineering is preferred.
- CA, CFA, CMA, provincial engineering accreditation is preferred.
- A minimum of 10 years of related work experience, in both office environments and in construction
- Previous experience in the mining industry or the construction sector is preferred
- Previous experience in preferred leadership or management position is preferred.
- Fluency in English is required
- Proficiency in computer applications and software, specifically MS Office, Oracle, Planning Software (Primavera or MS Project).
- Strong interpersonal, written, verbal communication skills.
- Well organized, works well independently and in team settings, possesses good time-management skills, and is able to work effectively under pressure.

Côte Gold was developed in partnership with the Mattagami and Flying Post First Nations. The open-pit mine is a joint venture between IAMGOLD and Sumitomo Metal Mining Co. and is operated by IAMGOLD. We are located near Gogama, Ontario, with access to stable infrastructure and strong connections with our local communities.

IAMGOLD is committed to treating all people in a way that respects their dignity and independence. Should you require any accommodation during the recruitment process or otherwise, please notify us of this when you apply and we will work with you to meet your accessibility needs.

Primary Location: Canada

Work Locations: IAMGOLD Corp, Côte Gold Division 3 Mesomikenda Lake Rd

PO Box 100

Gogama P0M 1W0

Job: Operations

Organization: Cote Gold

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