



Administrative Assistant, Wolverine, Yukon

Yukon Zinc Corporation has an immediate opening for a qualified **Administrative Assistant** at its Wolverine Mine project in the southeast Yukon Territory.

Make Wolverine Mine your next career choice!

- ✓ *A commitment to values: Safety, Integrity, Respect, Accountability, Prosperity, Collaboration*
- ✓ *A new team for a new mine creates opportunities for professional achievement*
- ✓ *Charter flights direct to site from Vancouver, Prince George and Whitehorse...currently with pick up points in Campbell River, Smithers, Terrace, Watson Lake and Ross River.*
- ✓ *Company supported travel to the charter's pick up point*

Responsibilities

Reporting to the Human Resources Superintendent, the Administrative Assistant plays a key role in providing human resource services to site employees and administrative support to site Management and Supervisors. All functions are performed in conjunction with a 'cross-shift'. More specific responsibilities include, but are not limited to:

- Review and record timesheet information in preparation for payroll
- Arrange employee transportation, including airline bookings and hotel reservations
- Administer new employee onboarding documentation
- Reconcile credit card statements with employee travel receipts and bookings
- Coordinate passenger manifests with charter airlines and ground transportation providers
- Coordinate camp occupancy and room lists with the catering/housekeeping contractor
- Establish and maintain accurate and confidential employee files
- Assist employees with payroll and benefits questions
- Answer general phone enquires and direct calls

Requirements

- Minimum 4 years experience in an administrative role, preferably at an operating mine or a similar industrial environment; a recognized post-secondary office administration certificate/diploma combined with less experience may be considered.
- Demonstrated ability to be effective in a fast-paced, multi-tasking work environment
- Excellent ability with MS Excel is required
- Proficient in the use of computer programs (Word, Outlook, Access, Internet)
- Experience with payroll timekeeping and benefits administration
- Experience in arranging employee travel for remote locations will be a definite asset
- Proficient in the use of standard office equipment (computer, voice messaging system, copier, scanner)
- Experience with basic financial record keeping
- Excellent verbal and written communication skills
- Able to work a rotational work schedule of 2 weeks in x 2 weeks out
- Consent to a pre-employment medical examination which includes a drug & alcohol screening.

Wolverine is a "dry camp", fly-in/fly-out underground mine operation. The minesite is located midway between Ross River and Watson Lake on the Robert Campbell Highway and is approximately 280 km by air northeast of Whitehorse.

Interested and qualified candidates should send their resume via email to careers@yukonzinc.com, or by fax, toll-free, at (866) 887-7517. We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.