



# JOB DESCRIPTION

Position Title:	Administration Assistant and Communications Lead		
Reports To:	General Manager		
Direct Reports:			
Current Incumbent:			
	Status: Permanent Location: Eagle River Mine	Date Created: Date Revised: Date Approved: Approved by:	Position Number:

**POSITION OVERVIEW**

Receives direction from senior management personnel and carries out duties and responsibilities as instructed. Decision making is also the responsibility of the incumbent based on the nature and demand of job requirements.

**POSITION RESPONSIBILITIES**

*Accountabilities and duties will include but not limited to the following:*

- Reporting directly to the General Manager and Department Heads (as required).
- Manage senior staff schedules and update the master calendar.
- Scheduling of all management meetings with responsibility for minutes and distribution.
- Establish a site wide communication strategy that incorporates all employees.
- Responsible to update daily site communication.
- Edit and maintain Company Policies and Procedures though hardcopy archive file and Company intranet site.
- Coordinate and book all site travel.
- Check for accuracy, code and expedite invoices for payment, including travel and accommodation, site catering services, bottled water, postage meter and other miscellaneous invoices.
- Monitor and maintain Administration office supplies.

- Maintain Company phone directory
- Coordinate and assist Human Resources Department with Company functions and Employee Relations Activities.
- Other duties, as assigned.

#### **QUALIFICATIONS AND REQUIREMENTS– Education, Experience, Certifications**

- Preferably a College Diploma in Business Administration and the equivalent of five (5) years as a senior management secretary, working in a highly confidential environment.
- Advanced knowledge in all aspects of Microsoft Office Suite, including Word/Excel/Power Point/E-mail (Outlook)/Adobe Acrobat and Internet Access.
- Excellent communication and report writing skills.

#### **WORKING CONDITIONS**

- 4/3 Schedule
- Travel required based on business needs;
- Manual dexterity required to use desktop computer and peripherals;
- Virtual, remote and on-site work required;
- Work may be required outside of regular hours, as per business needs;
- The physical requirements of this position include reading, walking, standing, sitting, reaching, kneeling, repetitive motions, stooping, balancing, pushing, pulling and ability to lift up to 50 lbs.