



# JOB DESCRIPTION

Position Title:	Mine Clerk		
Reports To:	Mine Superintendent		
Direct Reports:			
Current Incumbent:			
	Status: Permanent	Date Created:	Position Number:
	Location: Eagle River Mine	Date Revised:	
		Date Approved:	
		Approved by:	

## POSITION OVERVIEW

As part of a developing team, you will be responsible to ensure that the highest standards of the Environmental and Safety performance are incorporated within the Mine operations. This position will manage all production activities to maintain established targets, as well as work within budget, environment, safety and health concerns. It will be the responsibility of the Mine Clerk to administer consistently all systems, standards, company rules, regulations, policies and procedures. This position relies on effectively communicating with all Eagle River Mine employees and contractors as well as, providing the necessary details on expectations, support, feedback and relevant information associated with the mining business unit.

## POSITION RESPONSIBILITIES

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

### *Safety*

- Ensure that all workers are provided with relevant safety information, training, medical treatment/information, protective devices, and procedures as required by the occupational Health and Safety Act and the Regulations of this company
- Ensure all hazards are reported in accordance with relevant procedures
- Ensure adequate accident prevention practices are maintained by reviewing and recommending improvements and procedures
- Responsible for First Aid injury management- administers first aid and C.P.R as necessary, keep injury book up to date, issue notices to appropriate people
- Complete all form 7 required and forward for processing

- Attend to the medical equipment at the mine complex, availability, access, replenishing and the sterilizing of instruments/equipment/stretchers bags
- Furnish all first aid supplies, inventory these items to ensure appropriate amounts
- Attend the Joint Health & Safety committee meetings, take minutes and distribute, type inspection reports, and terms of reference

### *Production*

- Gather necessary data; enter daily the stats from Production and Development into correct data base.
- Validate accuracy of all data entered
- Plot all data using excel program
- Enter daily Drill and Blast statistics into required spread sheets
- Photocopy, distribute and file memos, letters, facsimiles as required
- Gather and sort safety cards forward necessary information to the appropriate people
- Sort and validate time sheets, ensure appropriate signatures and email to payroll upon completion, make necessary corrections
- Reconcile ore/waste pass statistics, deliver to appropriate personnel & post designated areas
- Provide typing and clerical support to Mine and Training department

### *Management*

- Maintain complete and accurate files/records required within the department, including but not limited to crew lists, overtime, gas checks, first aid treatment given, any and all necessary data required for decision making and planning for the department
- Provide monthly, quarterly, and year-end analysis reports of the overall performance of the operations to the appropriate personnel
- Review employee audit reports and correct if necessary, update any changes in job class
- Responsible for the management of the archiving of all mine and maintenance data, labeling, sorting, storing, indexing, and updating when required

### *Human Resources*

- Coordinate weekly overtime incurred by the mine department, ensure overtime is distributed according to company policy
- Coordinate the manpower requirements for gas checks. Record spread sheet
- Prepare weekly manpower schedules for the mine and shaft operation
- Maintain staff vacation records

### *Communication*

- Communicate with Manger, Superintendent, General Forman, Supervisors and all other employees, answering all questions and queries relating to any payroll/OT, policies, procedures, first aid, and vacation request
- Update required communications to the Health & Safety board including minutes, important information and accident-free days

## *Planning*

- Organize material, supplies, information and resources required to efficiently respond to requirements of the mine department
- Manage all aspects of the coverall and locker program
- Arrange for Visitor site tours when required
- Control and order and inventory all office supplies for all offices and mine department, ensure an adequate supply remains on hand at all times

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

- Grade 12 diploma
- Valid drivers license in good standing.
- Bilingual (verbal and written communication skills) in English and French is an asset.

## **WORKING CONDITIONS**

- 7/7 or 14/14
- 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.