



## **JOB DESCRIPTION**

### **Asset Management Clerk**

#### **COMPANY INFORMATION**

Wesdome Gold Mines has had over 30 years of continuous gold mining operations in Canada. The Company is 100% Canadian focused with a pipeline of projects in various stages of development. The Company's strategy is to build Canada's next intermediate gold producer, producing 200,000+ ounces from two mines in Ontario and Quebec. The Eagle River Complex in Wawa, Ontario is currently producing gold from the Eagle River Underground Mine. Wesdome is actively exploring its brownfields asset, the Kiena Complex in Val d'Or, Quebec. The Kiena Complex is a fully permitted former mine with a 930-metre shaft and 2,000 tonnes-per-day mill. The Company trades on the Toronto Stock Exchange under the symbol "WDO".

#### **JOB DESCRIPTION**

Reporting to the Asset Management and Reliability Coordinator, the Asset Management Clerk shall be responsible for providing clerical and administrative support to the Asset Management and Reliability (AMR) team at the Eagle River Complex. The successful candidate shall work closely with the asset management and procurement teams as well as mill and mine operations to collect and accurately enter critical data into SAP and auxiliary systems but also retrieve and present data or information in the form of reports. Some duties shall include managing the filing systems for critical document and managing other document control protocols.

#### **RESPONSIBILITIES/JOB DUTIES PERFORMED**

- Accurately enter equipment running hours and other equipment stats into SAP daily
- Prepare and print daily maintenance reports for morning meetings
- Maintain work schedules & crew lists; review all time entries and follow up on issues.
- Create transmittals for equipment, parts, samples etc
- File work orders, operator pre-start checklists and other maintenance documents
- Provide data support for payroll and HR requests
- Manage the department's office and kitchenette supplies including printer cartridges, printer papers, bottled water, disposable cups, coffee, tea etc.
- Follow up hiring and integration of new employees and report to the appropriate supervisor/manager
- Research and explain details of company policies and procedures to requesting employees
- Responsibly manage confidential and time critical information
- Manage filing and document control within the AMR department
- Accurately enter timesheet information of AMR employees into ADP in a timely fashion
- Follow up on AMR action items, safety concerns, etc.
- Participate in department safety meetings to take minutes and complete the write-ups for distribution
- Perform additional tasks as assigned by the asset management and reliability coordinator



#### **QUALIFICATIONS AND EXPERIENCE**

- Completion of High school diploma or relevant post-secondary education
- 2-5 years as a mid-tier office administrator
- Proficiency in word processing, spreadsheets and Outlook is required
- Basic computer usage including Word, Excel and PowerPoint
- Experience with ERP Systems especially SAP is a strong asset
- Experience in the mining industry preferred
- Good interpersonal and communication skills
- Innovative and a proven ability to work with others, a team player
- Able to work with little or no supervision
- Able to manage multiple priorities and deadlines effectively

#### **WORK SCHEDULE**

- 12-hour shifts
- 4 on - 3 off

We wish to thank all applicants for their interest and effort in applying for the position.  
However, only candidates selected for interviews will be contacted.

#### **APPLICATION PROCESS**

Email: [hr.resumes.eagle@wesdome.com](mailto:hr.resumes.eagle@wesdome.com)

Wesdome prides itself on being an equal opportunity employer committed to responsible mining practices and building a diverse and inclusive workforce. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or Aboriginal status. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.

*In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), Wesdome is committed to hosting and maintaining an accessible environment.*