

Mill Clerk

Trafigura Group has an immediate need for a qualified **Mill Clerk** at its Myra Falls Mine on Vancouver Island, British Columbia. Myra Falls Mine is an underground mine operation located 90 km southwest of Campbell River, BC in the picturesque surroundings of Strathcona Provincial Park. Surrounded by mountains and lakes, the trip to the mine has some of the world's most impressive views.

This is an onsite position and daily travel between the Campbell River/Courtenay area and the mine site is required. Bus transportation is provided. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle of Vancouver Island's coastal life, this could be your opportunity.

Make Myra Falls Mine your next career choice!

Responsibilities

Reporting to the Mill Manager, the Mill Clerk plays a key role in providing administrative support to Mill and Surface management and supervision. More specific responsibilities include, but are not limited to:

Entering employee work hours into the payroll system (SAP)

- Tracking employee time and vacation scheduling
- Filing and organization
- Purchase order service entries
- Basic metallurgical reports
- Standard Operating Procedure formatting and distribution
- Tracking employee training

Requirements

Minimum 2 years experience in an administrative role, preferably at an operating mine or a similar industrial environment.

- Proficient in the use of computer programs (Word, Excel, Outlook, Access, Internet);
- Experience with payroll data input, SAP preferred
- Proficient in the use of standard office equipment (computer, voice messaging system, copier, scanner)
- Demonstrated ability to be effective in a fast-paced, multi-tasking work environment.
- Excellent verbal and written communication skills.
- Consent to a pre-employment medical examination which includes a drug & alcohol screening.

Myra Falls offers a competitive wage, comprehensive benefit package, Pension, RRSP and GIA contributions for retirement planning. The incumbent will work a 4X3 work schedule. Relocation assistance to the Campbell River area may be available.

Interested candidates should send their resumes to myrafalls.careers@myrafallsmine.com. We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.