

Mill Clerk

Copper Mountain Mining Corporation is a TSX/ASX listed copper producer, developer, and explorer. Headquartered in Vancouver, BC, Copper Mountain trades on the Toronto Stock Exchange under the symbol “CMMC” and the Australian Stock Exchange under the symbol “C6C”. Copper Mountain’s flagship asset is the 75% owned Copper Mountain mine located in southern British Columbia near the town of Princeton.

The Copper Mountain mine currently produces approximately 100 million pounds of copper equivalent per year. With a future mill expansion and the integration of New Ingerbelle, the Copper Mountain Mine is expected to produce approximately 140 million pounds of copper equivalent per year over the first 20 years of its 32-year mine life based on reserves. Copper Mountain is committed to the safe, responsible mining of copper, which is vital to powering a clean-energy future.

Become a Part of Our Team

As we continue to grow Copper Mountain Mining Corporation, many career development opportunities are available for motivated and goal-oriented individuals.

Work with us and you will benefit from the mentorship and guidance of experienced team members because we understand that to accomplish our goals, we must work as a team and rely on the effort of every team member.

Position

Mill Clerk

Location

Copper Mountain Mine, is located near the town of Princeton, British Columbia at the center of the scenic Similkameen Valley. Princeton is a community-oriented town with a diverse offering of activities, especially for those who love the outdoors. Princeton is also in close proximity to both the city of Vancouver and the Okanagan.

Summary

Reporting to the Mill Operations Manager, the Mill Operations Clerk is responsible for assisting with all administration functions within the Mill department.

Key Responsibilities

- Performs administrative tasks for Mill Operations department, including data entry and tracking employee training in IBM Maximo,
- Separating and delivering mail,
- Printing, scanning, and laminating documents,
- Helps with onboarding of new hires for the Mill,
- Assists with accounts payable by receiving all invoices to print and distribute for approval, ensure contractor hours match and flag if they do not,

- Completes daily timesheets for maintenance and enters employee work hours into the payroll system (Ceridian Dayforce),
- Prepares all operating reports into binders to store monthly,
- Scans and saves all working along logs daily,
- Tracks contractor hours and scans/enters their timecards into IBM Maximo daily,
- Assists in Month End by providing contractor hours for safety,
- Runs tasks to and from the truck shop and picks up supplies at the warehouse as required,
- Performs any other responsibilities related to the Mill Operations Clerk role as required or as assigned by the department head.

Education & Experience

- High School Diploma or General Education Development (GED),
- Minimum of two (2) years of experience in an administrative role, preferably at an operating mine or a similar industrial environment,
- Proficient in the use of computer programs Microsoft Office Suite and Internet,
- Experienced in IBM Maximo is considered an asset,
- Possess a valid Class 5/7N driver's license and have access to personal transportation.

Required Skills

- Self-starter with good organizational, time management, and prioritizing skills,
- Exceptional interpersonal skills and ability to liaise with other departments as well as external parties
- Adept to work efficiently and in a safe manner without supervision,
- Demonstrated ability to be effective in a fast-paced, dynamic, multi-tasking work environment,
- Details and results-oriented with the ability to adhere to deadlines,
- Consent to a pre-employment medical examination which includes a drug & alcohol screening.

Working Conditions

- Frequent exposure to a team environment with regularly scheduled and ad-hoc meetings,
- Frequent exposure to sitting at a computer doing work online,
- Frequent exposure to lifting and moving items up to 50 pounds,
- Rare exposure to uncomfortable conditions associated with the work environment such as working in noisy, dusty, and wet environments,
- Routine driving in the pit to/and from Warehouse/Truck Shop
- Routine exposure to periods of high intensity requiring a temporary work overload on several days,
- Regular exposure to multiple priorities requiring scheduling changes and uncertainty in the work organization,

To Apply

To apply, please send your cover letter and resume to humanresources@cumtn.com. Please include **'Mill Clerk'** in the subject line of your email response.

Copper Mountain Mine is an equal opportunity employer committed to diversity, equity, and inclusion. While we consider all qualified applicants for employment and thank all applicants for their interest, only those selected for an interview will be contacted.