

## WHY CHOOSE COPPER MOUNTAIN MINE?

The mine is located approximately twenty kilometers south of the community of Princeton, British Columbia at the center of the Similkameen Valley. Princeton offers a variety of activities for every season. The Kettle Valley Railway makes up part of the TransCanada trail that goes right through town. The area boasts miles of trails for hiking, off road vehicle fun, includes plenty of lakes for fishing, kayaking, and camping. The community offers something for everyone and interests, such as golfing, yoga, karate, highland dance, curling, bowling and hockey. You have proximity to both the Lower Mainland and the Okanagan within in a two-hour or less drive, that offers a variety of fun-filled activities. Princeton quickly become a popular place to call home. If you like working with people in a diverse fast-paced environment that offers a work-life balance unlike that of the big city; this could be the opportunity for you. Our power is through our people, our teams, bringing the right skills together to achieve higher performance, productivity, and reward.

## WHAT'S THE JOB?

At Copper Mountain Mine, we see our environmental responsibilities as an integral component in our operations requiring a conscientious effort to minimize our environmental footprint. We are committed to achievable Health and Safety standards. We prioritize Aboriginal and Community Outreach. We have a robust development and organic growth pipeline highlighting with our Princeton, BC mine as our flagship asset producing 100 million pounds of copper equivalent per year. We understand that it is our people who bring a blend of skills and experience that see every problem having a solution and leverages that mix of talent.

As the **ADMIN MANAGER**, reporting to the Mine General Manager, you will provide full oversight of for all aspects for our Princeton Copper Mountain Mine Administrative, financial areas, procurement, and IT.

### Your work will include:

- **Manage the preparation of the annual minesite operating and capital budget and forecasts.**
- **Manage month end cost, KPI, and variance reporting to ensure management has a clear understanding of the business performance.**
- **Develop Accounting, Purchasing and IT policies and procedures relevant to the mine site.**
- **Analyze operational results identifying and clarifying trends, variances and other information to give early warning of potential problems and recommend corrective action.**
- **Communicate and coordinate financial and costing data with head office.**
- **Ensure site payroll, accounts payable and receivable are managed effectively and efficiently.**
- **Assure protection for the assets of the business through internal controls, internal auditing, SOX compliance, and ensure proper insurance coverage.**
- **Coordinate with staff to resolve operating problems and difficulties and authorize department operational procedures within corporate framework.**
- **Participate in the negotiation of contracts and service levels.**

## WHAT'S IN IT FOR YOU?

- Part of Net zero by 2035 aligned with the Paris Agreement.
- Strong foundation with sustainable copper growth.

- Long life assets, low risk and high returns.
- Career advancement opportunities.
- Strength in a diverse and inclusive workforce.

Follow Copper Mountain Mining Corporation <https://cumtn.com/> and on [LinkedIn](#).

#### **WHO ARE WE LOOKING FOR? (Qualifications)**

- CPA or MBA or a combination of education and experience.
- 5 years' experience or more in Senior Management.
- Demonstrated ability to lead and work within a team and achieve results.
- Organized, skilled in negotiating, relationship-building and uses sound judgement in decision making.
- Able to communicate with all levels of the organization using strong written and verbal skills.
- Working knowledge of operations, warehouse, and procurement.
- Experience in managing contracts.
- Excellent analytical and problem-solving skills.
- Preference for Maximo software knowledge or other ERP system.
- Must pass pre-employment medical, drug and alcohol testing.

#### ***Additional Information***

#mininglife

Copper Mountain Mine is an equal opportunity employer committed to diversity, equity, and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status, or any other legally protected factors. Disability-related accommodations during the hiring selection process are available upon request.

- Check this out! [Copper Mountain Mining](#)

[I'm interested](#)