



Wallbridge Mining Company Limited is a Canadian Junior Explorer-Developer currently conducting advanced exploration at the Fenelon Gold project located in Northern Abitibi, Quebec, Canada. Wallbridge also controls a large prospective land package along the Sunday Lake Deformation Zone, otherwise known as, the Detour – Fenelon Gold Trend which stretches from Kirkland Lake Gold’s Detour Lake Mine in Ontario to Wallbridge’s Fenelon Gold property. Wallbridge is currently advancing the Fenelon Gold project towards a maiden resource and economic studies and continues to grow its team. If you are eager to join this energetic and motivated team with opportunities for personal growth, our organization presents competitive opportunities for you.

The administrative assistant will report to the Project Manager, the schedule is 4/3.

Administrative Assistant

Fénélon Project 4/3 Schedule

Job Details

- Make purchases according to company policies, POs for rentals and purchases as required
- Receive purchases
- Follow up on the invoicing of direct purchases
- Follow up on the inventory at the site
- Compile the diesel and gasoline consumption
- Compile a compilation of the use of vans
- Compile a compilation of specific expenses
- Coordinate the delivery of purchased materials with the commissionaire
- Transmit approved time sheets and expense reports to Sudbury
- Perform various secretarial tasks (report formatting, preparation of letters, memos, work procedures, charting, etc.)
- Maintain up-to-date filing of administrative documents (requisition, delivery note, invoice, time sheet, expense account, etc.)
- Provide support in the staffing process (preparation of job descriptions, coordination of job ads, compilation of applications)
- Provide support in the hiring process (ensure signature of hiring documents, follow up on insurance documents, etc.)
- Perform pre-operation inspections of equipment used
- Use equipment properly and safely
- Make quotations, research equipment and parts required
- All other related tasks

Qualifications

- Professional diploma in secretarial or administrative studies an asset.
- 1 to 3 years experience in an administrative position.
- Strong written and verbal communication skills.
- Bilingualism an asset.