



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 Clerk will report to the Site Director. The position is based at the Fénélon site (Quebec). Duties will vary as needed, but the Administrative Assistant will primarily be responsible for the following The work schedule is 10 hours per day on a 4/3 basis.

Clerk

Fénélon Project
4/3 Schedule

Job Details

- Make purchases according to company policies.
- Receive purchases.
- Follow up on the inventory at the site.
- Compile the diesel and gasoline consumption.
- Compile a compilation of the use of vans.
- Coordinate the delivery of purchased materials with the commissionaire.
- Transmit expense reports to Sudbury.
- Perform various tasks (report formatting, preparation of letters, memos, work procedures, charting, etc.).
- Make quotations, research equipment and parts required.
- Make POs for rentals and purchases as required.
- Giving PPE.
- All other related tasks.

Qualifications

- High school diploma.
- 1 to 3 years' experience in an administrative position
- Strong written and verbal communication skills.
- Bilingualism an asset.