

Greenstone Gold Mines L.P. is a 60/40 joint venture partnership between Equinox Gold and Orion Mine Finance Group formed for the purpose of the joint ownership and development of the Greenstone Gold Property including the Greenstone Mine located on a historical mine site in the Geraldton-Beardmore Greenstone belt in Ontario. The Greenstone Mine is managed directly by a dynamic and experienced Owner's team, with an estimated \$1.5 Billion investment over the three-year construction and commissioning phase, and a 14-year operating life of mine.

Operations Logistics Coordinator

Greenstone Mine is seeking an Operations Logistics Coordinator to join our Team. Reporting to the Human Resources Manager, the Logistics Coordinator will be responsible for all transportation and accommodation for Greenstone Mine personnel.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Manage the coordination of travel and accommodation for all Greenstone Mine Operations personnel
- Operate and maintain travel and accommodation requests in logistics management system
- Main point of contact for all employees in regards to travel and accommodations
- Providing adhoc after-hours assistance for emergency requirements and inquiries
- Main point of contact with travel and accommodation services provider
- Work in collaboration with shuttle services provider to manage all aspects of transportation to and from the Mine site
- Work in collaboration with accommodation providers to manage all aspects of mine site accommodations
- Provide semi-monthly and monthly reporting on travel and accommodation data
- Process associated travel and accommodation invoices

SKILLS AND COMPETENCIES

- Excellent organizational, problem-solving, time management and prioritization skills
- Strong customer relation skills
- Good attention to detail with a high degree of accuracy
- Strong computer skills including use of Microsoft Office (Word, Excel, and Outlook)
- Knowledge of general office procedures
- Good written and verbal communication skills and able to communicate effectively using various mediums
- Comfortable with a fast-paced and frequently changing work environment

EXPERIENCE, QUALIFICATIONS & EDUCATION

- High school diploma or GED
- Minimum 2+ years of administration and customer services work experience

LOCATION

- This position will be based at site in Geraldton, ON.

HOW TO APPLY

To submit your resume please visit www.greenstonegoldmines.com/careers.

Greenstone Mine provides company transportation from multiple pick-up points.

We thank all candidates for their applications, however, only those selected for an interview will be contacted.

Greenstone Gold Mines is committed to inclusiveness, equity, and accessibility. We encourage all qualified candidates to apply.

Accommodations are available on request for candidates taking part in all aspects of the selection process.