




## Administrative Assistant – Accounting & Human Resources

 **Location:** True North Mine, Bissett, Manitoba (Camp-Based)

 **Job Type:** Full-Time

 **Company:** 1911 Gold Corporation

 **Schedule:** Hybrid with periodic site travel (minimum 4 days per month at site)

 **Work Location Note:** This role is currently hybrid. As the Company continues to evaluate its long-term administrative and operational needs, there may be a future requirement for this position to be based out of a Winnipeg office. Candidates should be open to this potential transition.

### Position Overview

**1911 Gold Corporation is seeking a highly organized and detail-oriented Administrative Assistant** to provide day-to-day administrative support to the **Accounting Department** and **Human Resources**. This role is critical to maintaining accurate records, supporting financial and HR processes, and ensuring administrative tasks are completed efficiently and in a timely manner. The Administrative Assistant will work closely with the Accounting team to support accounts payable and receivable processes, as well as with Human Resources to assist with personnel file management, data entry, document control, and general HR administration. This role is well suited for someone who is organized, discreet, and comfortable working with confidential information in a professional environment.

### Key Responsibilities

#### Accounting Support

- Assist with **accounts payable and accounts receivable** processes
- Process invoices, expense reports, and supporting documentation
- Record and reconcile **credit card transactions**, including cross-referencing receipts
- Support **month-end and year-end closing activities**
- Assist with **audit preparation and compliance-related documentation**
- Maintain organized and accurate financial records

#### Human Resources Administrative Support

- Perform **data entry and file management** for employee records and personnel files
- Assist with **document control**, filing, and organization of HR records (digital and hard copy)
- Support onboarding and offboarding administration, including forms and checklists
- Assist with tracking training records, certifications, and compliance documentation
- Provide general administrative support to the HR function as needed

#### General Administration

- Maintain organized electronic and physical filing systems
- Support document preparation, formatting, and version control
- Assist with scheduling, correspondence, and internal coordination
- Perform other administrative and clerical duties as required

#### Qualifications

- High school diploma or equivalent
- **Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred**
- 3-5 years of experience in an **administrative, accounting, or finance-related role**

- Strong proficiency in **Excel, Word, PowerPoint** (in order of importance)
- Experience with ERP or accounting software (e.g., **QuickBooks, SAP**, or similar) considered an asset
- High attention to detail and strong organizational skills
- Ability to handle **confidential information** with professionalism and discretion

#### **Teamwork, Culture & Growth Mindset**

- Contribute positively to a **collaborative, respectful, and solutions-focused team environment**
- Demonstrate a **strong growth mindset**, with a willingness to learn new systems, processes, and tools
- Support cross-department collaboration between Finance, HR, and Operations
- Communicate professionally and constructively with colleagues at all levels of the organization
- Adapt to changing priorities in a dynamic mining environment while maintaining accuracy and professionalism

#### **Knowledge, Skills & Abilities**

- Strong data entry and document management skills
- Excellent organizational and time-management abilities
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Strong problem-solving skills and attention to accuracy
- Comfortable working in a structured, process-driven environment

#### **Other Requirements**

- Ability to travel to the **True North Mine site in Bissett, Manitoba a minimum of four (4) days per month**
- Comfortable working in a mining or industrial environment during site visits

#### **Equity, Diversity & Inclusion**

1911 Gold Corporation is committed to fostering an inclusive, respectful, and diverse workplace. Accommodations are available upon request throughout the recruitment process.

**Email resume and cover letter to [careers@1911Gold.com](mailto:careers@1911Gold.com)**