

Mine Clerk

- 📍 **Location:** True North Mine, Bissett, Manitoba (Camp-Based)
- 🕒 **Job Type:** Full-Time, Permanent
- 🏢 **Company:** 1911 Gold Corporation
- 🕒 **Schedule:** 4 days on, 3 days off
- 📌 **Work Location:** This position is based at the True North Mine site. Camp accommodations and meals are provided during scheduled work rotations for employees who are required to travel to site. Transportation to and from the mine site is coordinated from designated travel points per our travel policy.

Position Overview

1911 Gold Corporation is seeking an organized and detail-oriented Mine Clerk to join the Underground Operations team at the True North Mine in Bissett, Manitoba.

The Mine Clerk provides administrative and operational support to Mine Operations, Health and Safety, management, and other site departments by maintaining accurate records, coordinating information, and supporting daily mining activities.

Working with Operations, Engineering, Maintenance, Human Resources, Payroll, and other teams, the Mine Clerk supports workforce records, reporting, data entry, scheduling, document control, and general administration.

Key Responsibilities

Mine Operations Administration

- Provide day-to-day administrative support to Mine Operations, supervisors, and site leadership.
- Maintain organized operational records, reports, spreadsheets, forms, files, and correspondence.
- Prepare and distribute daily and weekly mine reports and support meeting documentation.
- Ensure documentation is current, properly filed, and readily accessible.

Workforce & Scheduling Support

- Maintain employee and crew schedules, crew lists, attendance, absences, shift changes, and contractor information.
- Coordinate schedule updates and provide supervisors with accurate daily workforce information.

- Work with Human Resources, Payroll, and Health and Safety on workforce documentation and information needs.

Operational Reporting & Data Entry

- Collect, verify, and enter daily production, development, equipment, and workforce data in applicable systems and spreadsheets.
- Compile information from supervisors and departments for reports, presentations, and operational summaries.
- Identify missing or inconsistent data and maintain accurate electronic and physical records.

Documentation & Record Management

- Maintain departmental filing and document-control systems, including current procedures, forms, reports, and acknowledgements.
- Protect confidential employee, operational, and company information.
- Archive and retrieve records for operational reviews, audits, and regulatory requirements.

Communication & Coordination

- Serve as an administrative contact for Mine Operations and communicate with supervisors, employees, contractors, and site departments.
- Coordinate meetings, training, operational activities, agendas, minutes, and follow-up documentation.
- Support communication and coordination between Mine Operations and other departments.

General Administrative Support

- Prepare purchase requisitions, track departmental purchases, and maintain office supplies and resources.
- Support onboarding, departmental projects, and administrative coverage for other site teams.
- Perform other duties as assigned.

Qualifications

Education & Experience

- High school diploma or equivalent required; post-secondary education in Business or Office Administration, or a related field, is an asset.
- Previous administrative or clerical experience required.
- Experience in mining, construction, industrial, or another operational environment is strongly preferred; experience supporting mine operations or maintenance is an asset.

Knowledge, Skills & Abilities

- Strong organization, attention to detail, data-entry, record-management, problem-solving, and follow-up skills.

- Proficiency with Microsoft Office, including Excel, Word, Outlook, and Teams; ability to learn company systems and reporting tools.
- Strong written and verbal communication skills and the ability to work independently and collaboratively across departments.
- Ability to manage competing priorities, meet deadlines, and handle confidential information appropriately.
- Valid Class 5 Driver's Licence is an asset.

Physical Requirements & Working Conditions

- Ability to work a 4-days-on, 3-days-off schedule, Monday through Thursday, in a remote camp-based environment.
- The role is primarily office-based, with occasional exposure to active operational areas and required personal protective equipment.
- Ability to work effectively in a fast-paced environment with changing operational priorities.

Teamwork, Culture & Growth Mindset

- Contribute to a collaborative, respectful, safety-focused workplace and work effectively across site departments.
- Demonstrate reliability, professionalism, accountability, initiative, confidentiality, and a willingness to learn.
- Adapt to changing priorities as the True North Mine progresses through redevelopment and into full-scale operations.

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.