

Job Title: Supply Chain Administrative Assistant

Requisition ID **7995** - Posted - **7000 New Gold - Rainy River - Emo, Ontario**

Make an impact at an all-North American precious metals producer. New Gold is now part of Coeur Mining. Visit www.coeur.com to learn more.

Coeur Mining attracts and hires highly skilled individuals. By joining our team, you can look forward to:

- A stimulating values-based work environment
- A culture of collaboration and inclusion
- Inspiring colleagues and approachable leaders
- Career development opportunities
- A deeply rooted commitment to responsible mining, health and safety and community engagement
- A competitive total compensation program
- A comprehensive benefits package including a retirement savings plan

About Coeur Mining:

Coeur Mining is a growing, all-North American precious metals producer with seven operations: the Las Chispas silver-gold mine and Palmarejo gold-silver complex in Mexico, the Rochester silver-gold mine in Nevada, the Kensington gold mine in Alaska, the Wharf gold mine in South Dakota, the Rainy River gold mine in Ontario, Canada, and the New Afton copper-gold mine in British Columbia, Canada. In addition, Coeur owns the Silvertip silver-zinc-lead exploration project in British Columbia.

Coeur offers a flexible, hybrid work model and a culture built on safety, collaboration, and real opportunities to develop your career for those who want to grow alongside a company that is doing the same.

Rainy River

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River mine is an open pit and underground, gold and silver producing, residential mine site.

The Rainy River mine, located adjacent to the Ontario/Minnesota border is 65 kilometers northwest of Fort Frances, Ontario and is situated half way between Winnipeg, Manitoba and Thunder Bay, Ontario. The area is home to more than 130 species of birds and large populations of moose, black bear and deer. If you enjoy outdoor activities including hunting, fishing, winter sports and lake country then this is an area you will love to live and work in.

Applicants who reside in Northwestern Ontario and have experience working in a cross-cultural environment, coupled with knowledge of the unique challenges and opportunities presented to those living in the Northwest Ontario, are assets. Hiring priority will be given to qualified applicants who are beneficiaries of the Impact Benefits Agreement (IBA) and to qualified applicants residing in the Northwest Ontario communities. (Indigenous) Members must clearly identify their status on the online job application and resume if they wish to receive priority consideration.

About The Role

Position: Supply Chain Administrative Assistant

Schedule: 5/2 4/3 – 9-hour days

Position Reports To: Supply Chain Superintendent

Position Overview

Reporting to the Supply Chain Superintendent, the Supply Chain Administrative Assistant provides critical administrative and logistical support to the Supply Chain team. This role is responsible for coordinating departmental activities, maintaining accurate records, and facilitating effective communication across internal departments and external partners. The position plays a key role in supporting procurement, inventory management, and distribution operations. In addition to general office coordination and document control, the

Administrative Assistant ensures the smooth execution of Supply Chain processes by managing documentation, scheduling, and compliance tracking.

This position is based full-time at the Rainy River Mine Site and works 5 days on, 2 days off while the following week works 4 days on, 3 days off.

Key Responsibilities

- Creation and updating of Departmental reports, assist in generating reports for performance metrics, inventory levels, training reports and other activities as requested.
- Provide general office and administrative support.
- Document control and review for SOP's, Policies and all Controlled Documents.
- Create tickets for building repairs and maintenance and follow-up to ensure repairs completed.
- Create/maintain departmental filing system.
- Track, update and manage team training files.
- Tracking of Transportation of Dangerous Goods compliance.
- Investigate Invoice discrepancies with Accounts Payable, Warehouse and Procurement team for resolution.
- Prepare and Format all site wide bulletins and departmental communications for Supply Chain Department.
- Create departmental purchase requisitions and follow-up and ensure successful delivery of goods and services.
- Process departmental invoices for payment, validate charges and work with vendors to correct discrepancies and ensure invoices are processed and approved in a timely manner.
- Keep track of team absences, vacation days and manage Team roster, ensure absence days are recorded.
- Coordinate Supply Chain team events and help provide support to facilitate their success.
- Schedule meetings, prepare agendas, and take minutes for supply chain-related meetings.
- Support continuous improvement initiatives by identifying inefficiencies and suggesting process enhancements.
- Upload and Maintain contracts and Supporting documentation in SAP S4 Hana System.
- Create and Update contract records, ensuring data accuracy and completeness in SAP S4 Hana.
- Keep contract files attached, up-to-date and organized.
- Prepare and distributed Contract Handover Documents.
- Maintain and update Contract Registry.
- PO modification coordination to reflect changes and order amendments.
- Provide other administrative support as needed to Supply Chain Management team.

Qualifications

- High school diploma required.
- Post-secondary education in business, logistics, or supply chain is an asset or equivalent experience working in Supply Chain in a Mining Environment.
- 2+ years of administrative experience, preferably in a Supply chain or logistics environment.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, Powerpoint).
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to multitask and prioritize in a fast-paced environment.
- Works well under pressure and able to meet deadlines.
- Analytical thinking skills.
- Excellent verbal and written communication skills.
- Team Player.
- Takes initiative and ownership for work.
- Shows discretion and maintains privacy when handling sensitive information.
- Experience with ERP Systems (SAP or equivalent).
- Preference given to candidates with proficiency in SAP S4 Hana.
- Supply Chain background is an asset.

The anticipated salary for this position will be between \$70,000 to \$80,000.

**Note: this employment opportunity is based on an actual current vacancy, not just for future consideration.*

Why Coeur?

- Highly competitive base salary, compensation programs and a quarterly incentive program.
- Extended Health & Dental Benefit.

- Short-term and long-term disability insurance benefit.
- Defined match contribution to group registered retirement savings account.

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. Coeur Mining does not accept resumes from employment placement agencies, head-hunters or recruitment suppliers that are not in a formal contractual arrangement with the Company. Any resume or other information received from a supplier not approved by Coeur Mining will be considered unsolicited and will not be considered.

Inclusion, Equal Opportunity, Accessibility

Coeur Mining is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status or any other legally protected factors. Disability-related accommodations during the recruitment process are available upon request.

Additional Information

Visit our LinkedIn Career Page or follow us on [LinkedIn](#).