

Mine Site Camp & Office Coordinator

About the Role

We are currently seeking two (2) **Mine Site Camp & Office Coordinators** to join our team. Reporting to the General Manager, the Mine Site Office Coordinator plays a key role in ensuring smooth day-to-day operations at the Bralorne Mine site. This role is responsible for overseeing site accommodations, managing contractor and employee access, supporting orientation and onboarding processes, coordinating projects, and providing administrative and logistical support to the site leadership team. The Mine Site Office Coordinator will serve as a central point of contact for site activities and ensure compliance with company policies, procedures, and safety standards.

Key Responsibilities:

1. Site Administration & Coordination

- Act as the first point of contact for site administrative needs.
- Coordinate daily office functions and provide general administrative support to the site management team.
- Manage scheduling, correspondence, and filing systems for site-related documentation.

2. Accommodation & Logistics

- Oversee employee and contractor accommodations, including room assignments, bookings, and occupancy tracking.
- Ensure accommodation facilities are maintained and any issues are reported or resolved promptly.
- Coordinate travel logistics to and from site where required.

3. Contractor & Employee Access

- Manage contractor and employee site access, ensuring all required documentation is complete and valid.
- Administer and track access cards, keys, and passes.
- Maintain accurate records of site entry/exit in accordance with safety and security procedures.

4. Orientation & Onboarding

- Conduct site orientations for employees, contractors, and visitors to ensure compliance with health, safety, and site procedures.
- Coordinate onboarding documentation and ensure all records are up to date.

5. Project & Mine Coordination

- Support site leadership with project coordination, including tracking deadlines, deliverables, and reporting progress.
- Provide logistical and administrative support to operational teams.
- Assist with workforce scheduling and travel coordination as required.

6. Compliance & Reporting

- Ensure administrative processes are aligned with company policies and regulatory requirements.
- Assist in preparing site reports, records, and documentation for management.
- Support audits, inspections, and compliance initiatives.

Qualifications

- Post-secondary education in Business Administration, Office Management, or a related field (or equivalent experience).
- 3+ years' experience in an office coordination or administrative role; mining or industrial site experience is an asset.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent interpersonal and communication skills.
- Ability to work independently in a fast-paced, remote mine site environment.
- Knowledge of site health and safety practices considered an asset.
- Eligible to work in Canada

Additional Details:

Location: On-site at our remote Bralorne Mine in Bralorne, BC

Job Type: Full-time, Regular (2 positions available)

Schedule: 14 days on / 14 days off, 10 hours per day

Compensation Range: CA\$25.00-CA\$35.00/hour, *depending on experience*

Benefits: Health & Dental coverage provided, Employer paid

Application Requirements:

- Resume
- Cover letter or short note expressing interest
- Dates of availability

If you are an organized and motivated professional with experience in administrative support, office management, or camp operations, and have a passion for supporting mining teams in remote locations, we encourage you to apply for this exciting opportunity by emailing careers@taliskerresources.com.

Let's bring Western Canada's largest producing gold mine back into production together!