

ADMINISTRATIVE COORDINATOR

Primary Focus

Reporting to the Sr. Vice President of Project Development, Technical Services, and Environment, the Administrative Coordinator is responsible for providing administrative support to the Osisko Development Corporate Project Development, Technical Services, and Environment team. This involves collaborating closely with various levels of staff across operations, business support groups, and other departments.

To be successful, we are looking for a confident and self-motivated administrative professional with excellent written and verbal communication skills. This person is organized, has strong attention to detail, and can multitask and adjust to changing priorities in a fast-paced environment in an independent manner. Strong interpersonal and follow-up skills are vital for success.

Main Responsibilities

- Provides support to the Osisko Development Corporate Team by assuming day-to-day responsibility for various projects and tasks, maintaining confidential information and documents
- Coordinates and manages site visits and special events by preparing itineraries, notifying relevant parties, sending out detailed calendar invites, ensuring the safety of the visitors while on-site, and supporting ad-hoc changes or requests during the visit or event
- Daily management of administrative functions relating to various other departments including coordination of site-wide travel, expense reconciliation, time and attendance tracking, and vacation schedules
- Coordinates arrangements for a variety of on-site and off-site meetings and sessions; scheduling, preparation of agendas and related documentation; booking rooms; catering arrangements
- Liaises with various departments at Osisko Development Corporate regarding company-wide policies and procedures in relation to site operations, facilitating the distribution of important information to site staff
- Acts as an admin and scribe during Emergency Management Team (TEMT) incidents and training exercises
- Works to streamline and improve the efficiency of various administrative processes for the Osisko Development Corporate Team
- Assist with month-end obligations and daily clerical duties, such as requisitions, Pos, and accruals for Osisko Development Corporate Accounting
- Liaise with Document Maintain upgrades to filing systems, shared online directories, and document storage, including administering SharePoint content, lists, and document libraries
- Be a reliable point of contact for contractors, vendors, and internal teams, and respond to general requests for assistance regarding the functions of the Osisko Development Corporate department
- Perform data organization and entry, including tracking Key Performance Indicators (KPI) for daily and weekly reports for Senior Management at Osisko Development Corporate



- Update, maintain and distribute reports, statistics, bulletins, guidelines, and policies for the Osisko Development Corporate Team
- Onboard new employees and set up training requirements for Osisko Development Corporate personnel

More Information about the position

- This position is permanent
- Rotation: 5 days on and 2 days off
- 9 hours per day – 8 hours of work with a one-hour unpaid break – which includes meal and coffee breaks

Requirements

- High School Diploma or equivalent
- 3 + years' of experience in clerical work and data management
- Previous administrative experience in a high-paced, industrial environment is an asset
- Advanced digital literacy and experience with Microsoft Office Suite®: Outlook, Word, PowerPoint, Excel
- Experience in SharePoint is an asset
- Ability to remain calm under pressure
- Excellent problem solving and prioritizing skills
- Excellent interpersonal and communication skills, both verbal and written
- Ability to work collaboratively and effectively with team members at all levels

Please submit your resume to jrussell@osiskodev.com