



## Join **Stornoway** and become part of a great team, operating Québec's first diamond mine, Renard.

**Position:** Administrative Assistant  
**Department:** Process plant  
**Location:** Renard Mine Site  
**Schedule:** 7 / 7  
**Homeports:** Chibougamau, Rouyn-Noranda, St-Hubert and Timmins airports

Stornoway is recruiting an Administrative Assistant for the process plant. Reporting to the Process plant Superintendent, the Administrative Assistant is responsible for providing basic administrative support to enable effective organization and communication within the plant. The incumbent of this position will have the opportunity to contribute significantly to the improvement and smooth operation of the process plant's processes and activities.

### Responsibilities:

- Support the processing plant team in the preparation of reports and presentations;
- Support maintenance planners in their daily work;
- Provide support to plant managers (telephone, courier, ordering office supplies, classification, office operations, mailings);
- Communicate the schedule to workers;
- Participate in the reception and integration of employees;
- Produce and format administrative documents ;
- Perform secretarial duties;
- Welcome visitors ;
- Check time sheets ;
- Perform all other related duties.

### Qualifications

- High school diploma or professional diploma (DEP) in administration or related training and experiences;
- Relevant experience as an administrative assistant in the mining industry or similar environment;
- Ability to compose, proofread and revise typed and handwritten documents in English and French;
- Ability to communicate clearly with employees, suppliers and visitors ;
- Discretion and confidentiality ;
- Sufficient knowledge of spreadsheets to create and maintain accurate reports;
- Demonstrated ability to work as part of a team and good interpersonal skills;
- Autonomy and resourcefulness;
- Ability to manage stress and work effectively and proactively to meet tight deadlines;
- Good written and verbal communication skills in English and French are required;
- Good computer skills (Excel, Power Point and Word) are required;
- Interest and ability to work in remote areas and in a multicultural environment.

### INTERNAL application:

Duly complete the internal posting form and return it to the human resources representative in your sector.

### EXTERNAL application:

Send your resume and cover letter to: [hr@stornowaydiamonds.com](mailto:hr@stornowaydiamonds.com). Please **indicate the reference number SWY-AFF-2018-PR13 Administrative Assistant in the subject line of your email** and in your cover letter.

We appreciate all those who are interested in this position; however, only candidates selected for an interview will be contacted.

**For more information :**

[www.stornowaydiamonds.com](http://www.stornowaydiamonds.com) | [hr@stornowaydiamonds.com](mailto:hr@stornowaydiamonds.com)