

Corporate Administrator

Who We Are:

Impala Canada is Canada's primary palladium producer. Located in Northern Ontario, Lac des Iles Mine (LDI) features a world-class orebody consisting of an open pit and one of the largest underground mines in Canada. Mine operations are data driven, supported by the latest in mine technology and equipment, real-time mine management, and automation. We employ over 700 of Canada's best and brightest in their field. Driven to exceed, our people are motivated by a culture of safety in a positive and collaborative work environment. With a modern infrastructure, significant exploration portfolio, and dedicated employees, Impala Canada is a well-positioned, low-cost, long-term, sustainable palladium producer that strives to hire locally whenever possible.

Job Description:

This opportunity is an excellent way to build an exciting and important career in the mining industry, which is growing quickly across the region.

The successful candidate will report directly to the VP Corporate Development and Indigenous Relations with support to the VP Corporate Affairs and Communications. Working full-time Monday to Friday in our Thunder Bay Office, your responsibilities would include but would not be limited to:

Performing general administrative duties – taking meeting minutes and notes, doing data entry and reviews, scheduling, and providing overall support

Making day trips to Lac des Iles Mine Site when necessary

Meeting and communicating with members of the community

Developing spreadsheets and presentations

Troubleshooting and generating ideas on the fly

Assisting with reporting

Performing general research

Qualifications:

The ideal candidate will bring:

A minimum Grade 12-level education or a General Educational Development (GED) Equivalency Diploma (some post-secondary education is an asset)

At least two years' clerical or administrative experience is an asset

A valid Driver's Licence

Proficiency in Microsoft Office, Excel, Word, PowerPoint, Teams, SharePoint, among others

Demonstrated client service skills and the ability to work collaboratively within a team of professionals

The nimbleness to follow detailed directions in a fast-paced environment and handle requests from many people at various levels of authority

The confidence to project a polished, professional, and articulate presence at public and business events

Excellent verbal and written communication skills and active listening discipline

A highly detail-oriented, accurate and well-organized working style

The ability to multitask and prioritize to meet tight deadlines
The sensitivity to work with people from diverse cultures
A commitment to maintain absolute confidentiality
Energy, creativity, motivation, stamina, independence, and initiative
Enthusiasm and a positive attitude

Conditions of employment include:

Passing a pre-employment medical examination that includes drug and alcohol testing
Proof of Covid-19 vaccination

What's in it for You:

We offer excellent compensation.

Our competitive remuneration package consists of a base salary, health and medical insurance, a retirement savings plan, and a travel allowance.

We provide accommodation and meals when at the Lac des Iles Mine Site. During your off-hours at site you are welcome to enjoy various outdoor and indoor extracurricular activities.

Work with great people in a positive culture.

While we work hard and hold ourselves and our team to high standards, our work environment is upbeat, dynamic, and fun. Our Company believes in helping people advance their careers. Join us for the scope to learn and grow as a professional and develop your full potential.

Company

Impala Canada Ltd.

Location

Corporate Development