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## Office Manager

### POSITION SUMMARY

The Office Manager plays a key role in coordination and support during the pre-construction phase of a mining project. The position is responsible for ensuring smooth day-to-day office operations while providing high-level administrative and organizational support to the General Manager and operational managers based in Chibougamau.

This role is critical in establishing efficient systems, communication channels, and procedures that will support project growth and the transition into construction.

### KEY RESPONSIBILITIES

#### Executive & Management Support

- ❖ Provide direct administrative support to the General Manager, including calendar management, meeting coordination, travel arrangements, and preparation of correspondence.
- ❖ Support operational managers based in Chibougamau with scheduling, document preparation, reporting, and coordination between site and head office.
- ❖ Assist with preparation of presentations, reports, and briefing materials for internal and external stakeholders.

#### Office & Administrative Management

- ❖ Manage day-to-day office operations, ensuring an organized, efficient, and professional work environment.
- ❖ Establish and maintain administrative procedures, filing systems, and document control processes appropriate for a mining project.
- ❖ Coordinate office supplies, equipment, service providers, and facilities management.
- ❖ Act as a central point of contact for internal and external communications.

#### Coordination & Communication

- ❖ Serve as a liaison between the General Manager, Chibougamau-based managers, consultants, and corporate functions (HR, Finance, HSE, Procurement).
- ❖ Coordinate meetings (virtual and in-person), including agendas, minutes, and follow-up actions.
- ❖ Help ensure consistent information flow between site operations and management.

#### Financial & Administrative Assistance

- ❖ Assist with invoice processing, expense tracking, and basic budget monitoring in collaboration with Finance.



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- ❖ Maintain vendor lists, service agreements, and administrative contracts.
  - ❖ Support procurement administration (PO tracking, document filing).

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

- ❖ 5+ years of experience in an Office Manager, Administrative Coordinator, or Executive Assistant role.
- ❖ Experience in mining, construction or industrial projects.
- ❖ Strong organizational skills with the ability to manage multiple priorities.
- ❖ High level of professionalism, discretion, and confidentiality.
- ❖ Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint).
- ❖ Excellent communication skills in English and in French. (Fluency in Cree Language is a strong asset).

## **CONDITIONS**

- ❖ Work location: Chibougamau
- ❖ Schedule: 5/ 2 (Monday to Friday)
- ❖ Compensation: According to pay scale
- ❖ Benefits: Group insurance
- ❖ Work Environment: Multicultural and Dynamic

\*\* Interested candidates must submit their resumes by May 17th, 2026, via email to [cv@troilusmining.com](mailto:cv@troilusmining.com), with the job title in the subject line. Only candidates selected for interviews will be contacted.