



KIRKLAND LAKE GOLD

## Health and Safety Administrator

POSTING #2021-063

Location: Detour Lake Mine

Rotation: 7 days in / 7 days off

Closing Date: April 1, 2021

**If you thrive on success and team work in a team culture, Kirkland Lake Gold offers career opportunities on a global scale. We provide rewarding and challenging work that will help you grow your skills and your career.**

Kirkland Lake Gold is committed to creating meaningful opportunities for our employees and we encourage everyone who works for us to contribute to their full potential. We are an equal opportunity employer and value diversity. We provide a safe work environment and seek to ensure all individuals are treated with respect and dignity, free from harassment, discrimination, bullying and retaliation. All employment is decided on the basis of qualifications, merit and business need. Disability-related accommodations during the application and selection process are available upon request.

**Interested? We hope you are.**

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### ABOUT THE OPPORTUNITY

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Based at the Detour Lake Mine site, we currently have an exciting opportunity for a **Health & Safety Administrator** to join our Health and Safety team reporting to the Risk, Health and Safety Manager.

Detour Lake is the second largest gold producing mine in Canada with the largest gold reserves and substantial growth potential. The open pit mine is located in northeastern Ontario, approximately 300 kilometres northeast of Timmins and 185 kilometres by road northeast of Cochrane, within the northernmost Abitibi Greenstone Belt. The mine is situated in the area of the historic Detour Lake open pit/underground mine operated by Placer Dome which produced 1.8 million ounces of gold from 1983 to 1999. The Detour Lake operation has a mine life of approximately 22 years with an average gold production of 659,000 ounces per year.

The **Health & Safety Administrator** will be responsible for providing functional administrative support to the Health & Safety department and act as a key contact for employee inquiries.

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## RESPONSIBILITIES

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Your responsibilities will include:

- Perform administrative duties such as building reports, managing incident tracking, tracking invoices and expense accounts;
- Complete SAP data entry for time, purchases, requisitions and other various components;
- Initiate and maintain various data control functions for all Health & Safety related documents including M.O.C. documents, ISNet, procedural reviews, compliance actions and MOL reports;
- Calculate and prepare various daily, weekly, monthly, quarterly and year-end statistical reports;
- Calculate and prepare daily & weekly reports and communications;
- Manage departmental rosters, travel requests, time sheets and leave requests;
- Generate correspondence, memoranda and meeting minutes;
- Manage and oversee the HS components of e-Compliance, INX and other HS software;
- Develop and maintain strong relationships within the department and with internal stakeholders;
- Implement and maintain change in documentation process aligning with KLG;
- Track injuries and develop statistical reports for management.

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## QUALIFICATIONS

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Our ideal candidate has:

- Degree or Diploma in Business Administration or related program;
- Minimum 3 years' experience in a administrative role within a health and safety environment preferred;
- Strong knowledge and experience in investigative documentation (iCAM) and strong knowledge of HS processes in a mining environment;
- Strong computer skills with a proficiency in Microsoft Office, Power Point, Outlook and Excel are essential;
- Ability to create reports, formulate worksheets in Excel and interpret data;
- SAP knowledge is considered essential;
- Knowledge in e-compliance, INX or other HS software is considered a strong asset;
- Highly organized and able to meet deadlines;
- Strong verbal, written, listening and presentation skills;
- Experience working at a mining or industrial operation is an asset.

**Does this sound like you? If so, we would love to hear from you.**

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## WHAT'S IN IT FOR YOU?

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Together, we are building a world-class gold mine and our success is determined by the hard work and dedication of our team. All of our team members are rewarded with a competitive benefits package and on-the-job perks, including:

- Competitive salary
- Travel Allowance
- Group benefits package
- Training and learning opportunities

**Should you be the successful candidate for this role, you will be contacted by a member of our Human Resources Department to schedule an interview.**