



## **SITE COORDINATOR**

**Work Location:** Timmins, ON

**Reference Number:** 2025-002

**Position Type:** Full-time

**Work Schedule:** 5-5-4 rotation, 12-hour shifts

**Compensation:** Hourly, based on experience and qualifications.

## **COMPANY OVERVIEW**

Northern Sun Mining is a reputable mining company located 25 km southeast of Timmins, Ontario, where it owns and operates the Redstone concentrator. For almost a decade, Northern Sun Mining has been providing custom milling services to various mining communities, demonstrating exceptional recoveries of gold and platinum group metals.

To learn more about Northern Sun Mining, visit our website at [www.northernsunmining.ca](http://www.northernsunmining.ca).

## **ABOUT THE OPPORTUNITY**

Northern Sun Mining currently has an exciting opportunity for a Site Coordinator. Reporting to the Senior Human Resources Advisor, the ideal candidate will aid in safeguarding the safety, security, and integrity of our mining activities. This role is crucial in upholding a secure setting while proficiently addressing security concerns. Please note that this is not a camp-based position.

## **DUTIES AND RESPONSIBILITIES**

- Serve as the designated contact for site entrants, maintaining a log of arrivals and departures.
- Efficiently manage interactions with individuals entering and exiting the site.
- Conduct security checks on vehicles and personnel entering and exiting the site.
- Conduct regular patrols of the premises to identify and report any security concerns.
- Conduct multiple site status checks, such as monitoring pump houses, conducting tailings inspections, and recording propane tank levels.
- Respond to alarms, disturbances, and emergency situations promptly and professionally.
- Assist with emergency evacuations and coordinate with emergency responders as needed.
- Record incoming ore shipments, accurately document shipment data as instructed, and assist in overseeing ore truck activities, such as scale location and dump area selection for sampling.
- Document and report security incidents, accidents, and any unusual occurrences.
- Coordinate spill response activities as directed by the Environmental department.
- Maintain clear and effective communication with fellow security personnel, supervisors, and other relevant personnel.
- Ensure visitors adhere to safety protocols and wear appropriate personal protective equipment.
- Ensure all site entrances are kept free of snow during winter months.
- Proficiently operate a two-way radio when required.
- Work in compliance with prescribed safety policies and procedures.
- Be proactive with company safety initiatives.
- Additional tasks as assigned by the Senior Human Resources Advisor or Management.

## **QUALIFICATIONS**

- High school diploma or equivalent.
- Completion of relevant security training programs or courses is highly regarded.
- Valid security guard license is an asset.
- First Aid and CPR certification is preferred.
- Valid driver's license.
- Ability to meet the physical demands of the job, including walking, standing, and patrolling.
- Excellent verbal and written communication skills.
- Ability to work effectively as part of a team and collaborate with other departments.
- Basic computer skills for generating reports and using relevant software.
- High level of integrity and commitment to maintaining confidentiality and professionalism.

## **BENEFITS**

In addition to a competitive compensation package, we also offer:

- Comprehensive drug coverage and extended health care benefits
- Dental insurance
- Group life insurance
- Long-term disability coverage
- Competitive paid vacation entitlements
- Group retirement savings plan with company match
- Opportunities for career advancement and professional development

## **HOW TO APPLY**

If you are a dedicated and highly motivated individual seeking to join a dynamic team, we encourage you to submit your resume detailing your relevant experience to [contact@northernmining.ca](mailto:contact@northernmining.ca). Please include reference number "2025-002" in the subject line.

Note: Only shortlisted candidates will be contacted for interviews. We appreciate all applicants for their interest in our company.

Northern Sun Mining Corp. is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. Wherever possible, accommodation is made for qualified applicants with self-declared disabilities. We are committed to creating an inclusive environment for all employees and all aspects of employment including the decision to hire or promote will be based on merit, competence, performance, and business requirements.