

JOB IDENTIFICATION: OFFICE ADMINISTRATION

JOB SUMMARY:

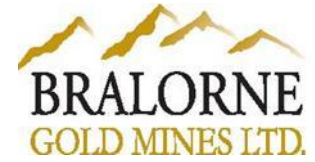
Under the Supervision of the Project Manager and Mine Manager, perform secretarial, bookkeeping, administrative services, payroll, and benefits duties for Bralorne Gold Mines located in Bralorne, BC. This position is permanent, full time Monday to Friday.

DUTIES AND RESPONSIBILITIES:

- Word processing services, including those of a confidential nature
- Payroll for mine site
- Maintain filing systems (both confidential and non-confidential)
- Reception and general office duties: i.e. word processing, telephone inquiries, filing, mail, spreadsheets, journal entries, etc.
- Data entry to computerised finance systems
- Maintain order of filing, records, and inventory of office supplies
- General office duties including word-processing, filing, mail, and telephone inquiries
- Assist with accounting, budgeting, and purchasing procedures
- Maintain safe work practices
- Performs payroll year-end procedures
- Assist with various reporting
- Demonstrating high-level of discretion in environment of confidentiality
- Excellent interpersonal, communication, and organizational skills
- Maintains safe work practices

QUALIFICATIONS:

- Grade 12 or equivalent
- Successfully completed post-secondary secretarial training with computers and bookkeeping
- Training and knowledge of computer hardware and software
- Excellent interpersonal, communication, and organizational skills
- Previous experience in a related field



- Previous experience processing payroll
- Excellent keyboarding skills

Application Process: Applications will be accepted by the undersigned until June 15th, 2018.

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