

Administrative Assistant

Location: Copperstone Mine

Schedule: Monday-Friday

Department: Administrative

Position Type: Full Time, Site based

Reports to: VP-General Manager

Compensation starts at \$19.74 to \$37.00 per hour, with final compensation determined based on experience, skillset, and internal equity considerations.

- Opportunities for advancement through structured progression levels
- Competitive compensation

Position Overview:

Copperstone Mine is seeking a highly organized and dependable Administrative Assistant to provide administrative, organizational, and coordination support to site leadership and multiple departments.

This position plays an important role in supporting day-to-day mine operations, construction and development activities, and general site administration. The successful candidate will be comfortable managing multiple priorities, working across departments, and maintaining a high level of accuracy, professionalism, and confidentiality.

What You'll Do:

- Provide administrative support to the General Manager, site leadership, and operational departments
- Prepare and maintain correspondence, reports, spreadsheets, presentations, meeting materials, and business documents
- Maintain organized electronic and hard-copy records and assist with document control
- Coordinate meetings, calendars, agendas, meeting minutes, travel, visitors, and other site logistics
- Assist with employee onboarding logistics and coordination with Human Resources and Safety
- Support purchasing and accounting processes, including purchase requisitions, purchase orders, delivery documentation, invoice tracking, and supporting records
- Maintain contractor and vendor documentation and assist with contractor mobilization and project activities
- Assist with tracking equipment, materials, deliveries, and site or project commitments
- Support Safety with training records, inspection documentation, meetings, and administrative records
- Assist with timesheets, payroll-related documentation, office supplies, employee communications, meetings, and site events
- Maintain confidentiality of employee, company, financial, commercial, and other sensitive information

**What We're Looking For:**

- High school diploma or equivalent required
- Associate degree, administrative certification, or additional business-related education is preferred
- Three or more years of administrative experience in a mining, construction, industrial, or similar environment is preferred
- A valid, clean driver's license is required

Work Environment & Expectations:

This is a site-based position at Copperstone Mine. Work is primarily performed in an office environment; however, the Administrative Assistant may occasionally enter operational, warehouse, construction, or other mine-site areas and must comply with all applicable site safety and PPE requirements.

Mining Americas Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other status protected by applicable law.

All interested applicants are encouraged to apply at:

<https://www.paycomonline.net/v4/ats/web.php/portal/D19578B81396CCA2819582C28677F468/jobs/465674>