



Administrative Assistant

Global Mining Guideline Group (GMG) creates opportunities for mining industry stakeholders around the world to collaborate on the universal challenges facing the entire industry.

We are searching for an administrative assistant to support GMG operations. The administrative assistant will complete duties accurately and deliver with high quality and in a timely manner. **We are hiring for a 12-month contract with the possibility of an extension; hours = 37.5 h/wk.**

Accountabilities

- Provide general administrative support to the GMG Working Groups and Projects Team
- Assist with the organizing of GMG events, workshops and conference calls
- Respect and value the diversity of team members
- Demonstrate commitment to HSE and GMG core principles

Responsibilities

Supporting the execution of GMG Projects. Duties include but are not limited to:

- Write letters, emails and agendas
- Create meeting slide decks
- Create Eventbrites, monitor events registration, prepare attendee lists pre and post event
- Organize and schedule meetings (Teams, Zoom and other)
- Take accurate minutes of meetings
- Updating planning boards
- Enabling the Project and Communications Co-ordinators
- Supporting meeting logistics and organization
- Create mass emails to the GMG community members regarding Working Groups and Projects
- Manipulate data from database as needed
- Support Projects and Communications Co-ordinators as needed
- Assist with the logistics of event hosting responsibilities
- Assist with the collection of membership dues

Requirements:

- Proactive mindset
- Excellent written and verbal communication skills in English
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Excellent time management skills and ability to multi-task and prioritize work
- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Proficient in MS Office
- High school diploma or equivalent; college degree preferred

Key Relationships

Internal

- Reports to GMG Operations Manager
- Collaborates closely with other staff members

Please email your CV to hturnbull@GMGgroup.org by March 31, 2021