

# Site Administrator - CYD Decline, Red Lake Mine.

[Byrncut Canada Ltd](#)



Red Lake, Ontario, Canada

## The Byrncut Group

With over 4,000 employees around the globe, the Byrncut Group is a leading full service underground mining contractor, servicing major mine owners internationally. We operate a multi-million dollar fleet of specialised underground mining equipment across several continents and deliver industry leading performance through innovation, quality, safety and reliability. We train and upskill our people into world class mining professionals and offer them the opportunity to work on exciting projects around the world.

In line with our growth plans in North America, Byrncut Canada Ltd has been selected to deliver high speed, fully mechanized decline/ramp development services for the Campbell Young Dickenson Decline Project, Red Lake, Canada. We are seeking a dynamic team to be a part of this exciting project which will utilize the latest high capacity, high automation equipment.

## The Role

We are seeking applications from experienced Site Administrators who will hold a key position on site, ensuring that all administrative aspects are running efficiently to support the successful execution of the project.

## Duties & Responsibilities:

- Site administration
- Payroll administration
- Travel administration
- Purchasing administration
- Filing and archiving
- Liaison with management, site, and purchasing personnel
- Other duties as directed by the Project Manager

## Desirable criteria:

- Pronto software experience
- INX software experience

BYRNECUT CANADA LTD - UNDERGROUND MINING CONTRACTORS  
"THE SAFEST FUTURE IN UNDERGROUND MINING"

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(Incorporated in British Columbia, Canada) Business Number 798054060 BC0001  
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Telephone: + 1 604 558 2221, Email: [byrncutcanada@byrncut.com.au](mailto:byrncutcanada@byrncut.com.au)

**Essential Criteria:**

- 1 - 2 years experience working in Office Administration, preferably in the mining industry or diploma in Business administration or related field
- Valid Canadian Drivers Licence and clean driver's abstract
- Intermediate MS Office Suite Skills
- Customer Service Skills
- Data entry and excellent attention to detail
- Clear and concise verbal and written communication
- Ability to understand and interpret and follow instructions
- Excellent time management skills in prioritising and planning workloads in order to meet strict timelines
- Maintain good relationships with other personnel
- Be pro-active and able to work autonomously
- Have the ability to multi-task and work under pressure
- National Police Clearance
- Willingness to work in a cross-cultural team

**We offer:**

- Full-time contract position
- 5/2 Monday-Friday (local) or 8/6 (Fly-in/Fly Out) Rotation
- Competitive rates
- Flights from point of hire: Winnipeg and Thunder Bay
- Accommodation and onsite camp facilities for Fly-in/Fly Out candidates
- Health and Medical Benefits
- Excellent team working environment
- Great company culture
- Global industry best practice training opportunities
- Structured progression and career development opportunities

The successful candidates will receive a conditional offer based on passing a medical and background check.

*Only successful candidates will be contacted.*

[www.byrne-cut.com.au](http://www.byrne-cut.com.au)

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