

Camp Administrator Manager

POSITION

Camp Administrator Manager

ABOUT US

Lundin Gold Inc., headquartered in Vancouver, Canada, is part of the Lundin Group of Companies, one of the most recognized, respected and powerful resource groups in today's global industry. The group comprises 13 publicly traded companies focused on the resource sector in more than 17 countries around the world.

Lundin Gold, through its Ecuadorian subsidiary Aurelian Ecuador S.A., owns the Fruta del Norte (FDN) project, located in southeast Ecuador, in the province of Zamora Chinchipe. FDN is one of the largest and highest grade undeveloped gold deposits in the world. The Company has an experienced board and management team with extensive expertise in construction and operations dedicated to the advancement of this exceptional project.

With its key mining contracts with the Government of Ecuador in place, Lundin Gold has now embarked on construction of FDN. The Company is on track to deliver first gold in the last quarter of 2019 and achieve commercial production in the second quarter of 2020. At the same time, the Company is carrying out exploration activities on its other concessions in close proximity to FDN in search of new deposits.

Lundin Gold operates with transparency and in accordance with international best practices in the areas of sustainability, health and safety, environment and community relations. The Company is committed to addressing the challenge of sustainability - delivering value to its shareholders while simultaneously providing economic and social benefits to nearby communities and minimizing its environmental footprint.

THE ROLE

Manage the assets and resources of the company through the correct use of the tools and personnel under his supervision. Provide support to the mining, exploration, construction and administrative operation by coordinating the activities of General Administration, Housing & Laundry, billing and cost control.

RESPONSIBILITIES

- Keep an adequate control of monthly billing payments for suppliers: CLP, transport companies and others.
- Validate the backups and reconciliations for billing purposes.
- Assist the logistics supervisor in coordinating the transfer of technical staff and workers between the camp, airport and the different work areas.
- Coordinate the stay of visitors coming to the camp.
- Assist the accommodation coordinators in the arrangements for lodging, cleaning and laundry that are carried out inside and outside the camp.
- Perform periodic inspections to the catering contractor of Las Peñas.
- Visit suppliers of the catering contractor company to validate the quality of the service.
- Perform inspections of the Las Peñas camp laundry service provider.
- Communicate in a timely manner the number of personnel to be assisted in the Las Peñas camp and remote camps.
- Send in a timely manner the lodging and cleaning requirements to the CLP.
- Supervise that the operational and administrative functions of the maintenance area are met in order to obtain the best possible service.
- Assist the transportation supervisor in controlling incoming and outgoing vehicles.
- Attend with quality and timeliness the requirements of the people in the camp.
- Responsible management of material and human resources to benefit the staff and their welfare.
- Ensure that the camp is in good condition.
- Receive and manage the requirements of all areas.
- Channel the requirements of office supplies and equipment of all areas so that they can be properly executed.
- Control the activities of collaborators.
- Supervise the workers in charge of camp administration who are responsible for logistics, housing & laundry, welcome center, maintenance, etc.
- Lead and manage the staff under his charge.
- Identify key performance strategies and goals for the staff under his charge, overcoming challenges and barriers.

- Manage and monitor the performance of his direct collaborators, establishing and monitoring the performance objectives and indicators.

SKILLS AND EXPERIENCE

- Professional training in Business Administration - Commercial Engineering or related.
- Extensive knowledge of resource management, accounting and financial expertise, cost control, billing, budget control, management indicators.
- Proficiency with Microsoft Office.
- Advanced spoken and written English
- Minimum experience of 5 years in the specific field. Administration and logistics in camps.