



Victoria Gold Corp. (“Victoria”) is a mining company with an Executive team that is experienced in developing and operating mines in an environmentally and socially responsible manner. Victoria’s Eagle Gold Mine poured its first gold in September 2019 and declared commercial production at the end of Q2 2020. Future and current mines, like Eagle Gold, will be a strong contributor to the Yukon and its citizens for many years to come. www.vgcx.com

Victoria is looking to hire the position outlined below for our **Eagle Gold Mine** located in Yukon:

FIXED MAINTENANCE CLERK

Under the direction of the Fixed Maintenance Supervisor, the Fixed Maintenance Clerk will be instrumental in relieving the amount of time our supervisors are spending in office. The Fixed Maintenance Clerk will be required to overlook and manage all data entry for the Fixed Maintenance Department. The Fixed Maintenance Clerk will work closely with the reliability team, planning team and Process department. Responsibilities are noted below which will include but are not limited to:

Main Tasks and Responsibilities:

- Reviewing work orders and purchase orders returned
- Acting liaison between internal departments and external groups
- Inputting data based on the information provided in the work orders
- Ensuring proper communication of information to respective departments
- Maintaining of a daily log; daily events, keynotes, inventory records
- Ensuring consistent accuracy being reflected within Pronto
- Create Warehouse pick slips for break-in work orders

Qualifications and Experience:

- Experience in planning & scheduling, with preference given to those with crusher and processing equipment experience
- Successful completion of in-house testing and certifications when required
- Intermediate technical skills; Microsoft Office, Microsoft Outlook
- Experience with Pronto or any other CCSM applicants will be considered an asset
- Proven ability to operate independently and in small multi-discipline teams, with demonstrated leadership skills
- Self-motivated with strong time management skills
- Strong interpersonal and communication skills required
- Valid Driver’s License
- Able to speak, read, write and comprehend English

Victoria Gold Corp. offers a competitive compensation and benefits package. If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume with the reference headline “Payroll Clerk” to the following email address: greatpeoplework@vgcx.com