

## Job Description – COVID-19 Administrator (Côté Gold Project)

**Reports to: Manager, Customer Experience**

### Overview

Reporting to the Manager, Customer Experience, the COVID-19 Administrator will be responsible for providing support and assistance to Côte Gold's COVID-19 coordinators on key day to day functions associated with administering COVID-19 procedures at the mine site premises.

### Job Location Details

- Work will take place in Gogama, Ontario at the Côté Gold Mine.
- The Côté Gold Project is located in the Chester and Yeo Townships, District of Sudbury, in northeastern Ontario. It is approximately 20 km southwest of Gogama, 130 km southwest of Timmins, and 200 km northwest of Sudbury, roughly 5 km west of Highway 144.
- Shifts will be two weeks on, two weeks off rotating shifts- 10 hour shift daily.
- Travel and accommodation is provided. The project site is a dormitory style camp complex. Meals are provided.
- Bus Stop available in Timmins or Sudbury – buses will transport employees to site.

### Key Duties

- Assist client COVID-19 Coordinator with various day-to-day functions
- Answer phone – including texts for COVID-19 related purposes
- Respond to COVID-19 related emails
- Generate COVID-19 related reports
- Build documents in Word/Excel for case management
- Update various site installed software programs with current data
- Assist with contact tracing
- Work with contractors on site for contact tracing and communications in a professional manner

Note: The COVID-19 Administrator will not carry out any COVID-19 swabbing or any healthcare provider type activity on site.

### Qualifications:

- Post-secondary degree or diploma in any discipline or relevant years of experience.
- Excellent customer service/interpersonal skills.
- Strong teamwork and collaboration skills.
- Proficient in Microsoft Office suite (Word, Excel & Outlook).
- Must be willing to abide by all site requirements, including drug and alcohol testing and safety program requirements.
- Must have a valid driver's licence with clear driver's abstract.