

**Receptionist  
Competition # MG0053****Closing Date:  
Monday, May 30th, 2022**

Marathon Gold Corporation (“Marathon” or the “Company”) is engaged in the exploration and development of the Valentine Gold Project (the “Project”) located in the central region of Newfoundland and Labrador. The Project is currently undergoing an environmental assessment and expects to make a construction decision in 2022. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Marathon is a public corporation (TSX:MOZ) headquartered in Toronto, Ontario with a regional office located in Grand Falls-Windsor, NL. Additional corporate and Project information is available at [www.marathon-gold.com](http://www.marathon-gold.com)

Marathon is currently inviting applications for a Receptionist to join our growing team as the company transitions to mine construction and ultimately mine operations.

**Job Description**

Reporting to the Human Resources Manager, the Receptionist will be the first point of contact at the Grand Falls-Windsor office for stakeholders, employees, visitors, and clients. In addition, this role will coordinate office operations and procedures to ensure organizational efficiency and effectiveness. This position is located at the Grand Falls-Windsor office working Monday to Friday.

**Accountabilities/Responsibilities:**

- Greet stakeholders, employees, visitors, and clients with a professional image and assist as needed.
- Communicate with stakeholders, employees, visitors, and clients via phone, in person, email or other methods and direct inquires appropriately when required.
- Assist other departmental staff and provide effective and efficient administrative support including producing a variety of correspondence, reports, and presentations using the appropriate software for word processing, graphics, and spreadsheets, conducting research, and other duties (such as coordinating travel arrangements) as required.

- Coordinate and book meetings and assist in keeping the work area and designated meeting rooms organized and tidy.
- Sort and distribute mail and liaise with couriers and maintain the office filing system.
- Maintain client profiles by obtaining, recording, and updating contact information.
- Set up and maintain electronic filing systems.
- Order office supplies and maintain inventory as required.
- Maintain confidentiality at all times.
- Provide process improvement recommendations that will enhance the overall business.
- Provide Health and Safety orientation to office visitors.
- Participate in Health and Safety committee, prepare meeting minutes, and office reviews.
- Fill in for other admin staff when on vacation.
- Perform other related duties as assigned.

**Education and Experience**

- 2 year Business Administration Diploma or equivalent.
- 3+ years of experience in customer service and reception related role.

**Skills and Knowledge:**

- Ability to communicate effectively at all levels.
- Attention to detail in all aspects of responsibilities.
- Flexibility and ability to work in a team environment.
- Ability to take initiative and work independently while supporting team members.
- Focused attitude.
- Strong leadership traits and abilities is considered an asset.
- Proficient in computerized maintenance management systems.
- Highly skilled in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- A valid driver’s license and drivers abstract required.

Marathon Gold requires all employees to be fully vaccinated for COVID-19 as per Health Canada guidelines.

Marathon is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees.

Marathon reserves the right to hire only those candidates who are appropriately qualified for the position advertised. Marathon will review all applications; however, we will only contact those candidates who best fit the requirements.

Interested applicants are encouraged to submit their application via email to [careers@marathon-gold.com](mailto:careers@marathon-gold.com) referencing competition # MG0053.

**Deadline to apply:** Monday, May 30th, 2022