



**Position:** Mill Manager  
**Location:** Matheson, Ontario (Black Fox Mine)  
**Job Category:** Full Time – Permanent

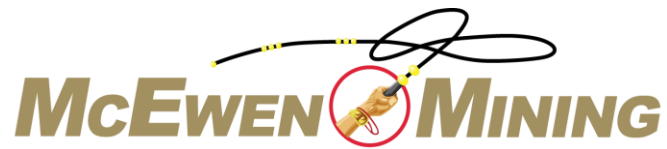
The Mill Manager will report directly to the General Manager. The Mill Manager's main responsibility is to ensure the safe and economical operation of the milling and metallurgical department.

**Primary Responsibilities Include:**

- Provide leadership to and supervise processing staff to ensure that employees and contractors adhere to safety standards and any applicable legislation.
- Effectively manage the milling and metallurgical department while ensuring adherence to company safety, health and environmental standards and procedures.
- Conduct regular and thorough inspections of all plant areas to ensure compliance with legislation, company safety and environment standards.
- Oversee and maintain the development of the processing department budget whilst ensuring the costs of the processing plant are well managed.
- Ensure the mining department is kept aware of processing requirements.
- Provide project management support and services across the surface infrastructure and elsewhere on site.
- Ensure the security of the processing plant including the gold room.
- Assist the General Manager in developing the overall business strategy, particularly in regard to processing technology development and operations and infrastructure provision and maintenance.
- Create a working environment which ensures that employees and contractors gain new skills and achieve their full potential by developing and implementing effective training and mentoring programs.
- Manage the processes to ensure optimum employee performance, in order to identify and remedy substandard performance and behaviour.

**Qualifications and Skills Requirement:**

- Substantial experience with exposure to processing plants in a senior supervisory position, preferably with CIL.
- 10 years' experience in a senior processing manager role.
- Demonstrated experience with a genuine passion to providing exceptional leadership, coaching and mentoring to team.
- Highly developed planning, analytical and problem-solving skills.
- Proven business improvement experience and achievements with a high level of demonstrated implementation of strategic planning initiatives.



**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

Type, sit at desk, climb stairs, work in hot and cold outdoor environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works with a computer and may sit for extended periods of time. The employee is also expected to walk short distances and climb stairs. The work environment may be loud, damp and hot and/or cold.

**Statement of Job Description:**

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.