



DE BEERS
CANADA
GAHCHO KUÉ PROJECT

October 31, 2012

Chuck Hubert
Senior Environmental Assessment Officer
Mackenzie Valley Environmental Impact Review Board
Suite 200, 5102 – 50th Avenue
P.O. Box 938
Yellowknife NT X1A 2N7

Dear Mr. Hubert:

De Beers Canada 2012 Job Description Booklet for Gahcho Kué Project

De Beers is pleased to submit the attached *De Beers Group of Companies 2012 Job Description Booklet* a complement to the Human Resources Strategy submitted to public registry on September 12, 2012. *The booklet provides an easy-to-read guide which will take you through the variety of job opportunities available at the Snap Lake Mine and at our proposed Gahcho Kué Project.*

De Beers was requested to provide additional details on employment opportunities and preliminary job descriptions in meetings with the GNWT on May 10, 2012, as well as during the May 24, 2012 Technical Sessions:

- May 10, 2012 – GNWT/DBC – Record of Meeting

DBC to provide a preliminary draft listing of number and types of jobs, job descriptions and qualifications and competencies for the Gahcho Kué project (similar to the listing supplied in the Snap Lake Developers Assessment Report, Appendix III) as soon as it is available (prior to public hearing)

- May 24 – Technical Session Transcripts – Pages 123 & 124

Cathie Bolstad (De Beers) - Prior to the submission of technical papers, De Beers will table a preliminary outline of the jobs that will be at the Gahcho Kue mine, and what job category that those fall into.

Should you have any questions regarding the De Beers Job Description Booklet, please contact our office.

Regards,



Veronica Chisholm
Permitting Manager

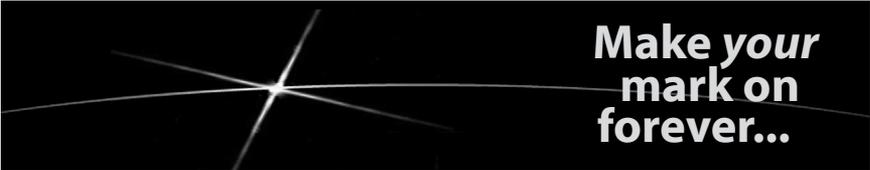


DE BEERS
GROUP OF COMPANIES

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Career Guide





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Introduction

There are hundreds of job opportunities and career possibilities with De Beers at our project offices and operating mines in Canada. Because the gems we mine and market represent the emotions associated with commitment, love, passion and trust, our aim is to attract and retain the finest and the brightest employees whose work ethic and skills help our company live up to everything that a diamond represents.

A future with De Beers is a future full of possibility. Whether you choose a career opportunity with De Beers in mining, skilled trades, engineering, geology, environmental science, administration, human resources, or something else, we view our employees as assets which are as valuable as the gems we mine and market.

This preliminary career guide has been put together to show just how many career opportunities there are at De Beers within our NWT operations. You will find information outlining the huge variety of jobs we have, and generally what kinds of education, training or skills you will need in order to consider any of these job options. To get a head start on planning your future, we invite you to consider De Beers as part of your career plans. At De Beers, we are committed to building upon and developing the experience and education of our employees. Through performance management programs and rewards as

well as with professional development opportunities, our employees grow — personally and professionally.

This easy-to-read guide will take you through the variety of job opportunities available at the Snap Lake Mine and at our proposed Gahcho Kué Project. Special icons are listed beside each job opportunity to help you locate the jobs that interest you.

If you want to find out more send an e-mail to info@debeerscanada.com.

About De Beers Group:

De Beers Group is a member of the Anglo American plc group. Established in 1888, De Beers is the world's leading diamond company with unrivalled expertise in the exploration, mining and marketing of diamonds. Together with its joint venture partners, De Beers employs approximately 16,000 people across the diamond pipeline, and is the world's largest diamond producer by value, with mining operations in Botswana, Canada, Namibia and South Africa. As part of the company's operating philosophy, the people of De Beers are committed to Living up to Diamonds by making a lasting contribution to the communities in which they live and work, and transforming natural resources into shared national wealth. For further information about De Beers visit www.debeersgroup.com.

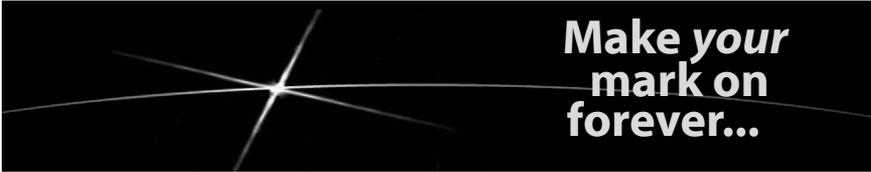


Icon Legend

Special icons are listed beside each career to help you locate the jobs that interest you. Check the list below to find the knowledge, skills and personal attributes associated with each icon. If you don't already have the requirements for a particular job, don't worry! They're here to show you what you need to have your ideal job, so you can start planning today for your future.

- Leadership/Managerial 
 - Organizational/Clerical/Report Writing 
 - Dealing with the Public and Media/Communications Skills 
 - Problem solving/Troubleshooting 
 - Physical Strength/Adequate Health for Mine Environment 
 - Knowledge of Human Resources 
 - First Aid/Occupational Health & Safety 
 - Protective Services/Security 
 - Information Technology 
 - Math/Accounting/Budgeting/Payroll 

- Warehousing/Inventory 
 - Environmental Regulations/Management 
 - Heavy Equipment Operation/Industrial Tools/Mechanics 
 - Planning/Mapping/Designing/Engineering 
 - Ability to Work Independently and as a Active Team Member 
 - Working Underground 
 - Teaching/Training 
 - Mining Experience 
 - Working with Electrical Equipment 
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Management



Mine General Manager

Are you a natural leader? Do you have a 'take charge' attitude? Do you like to solve problems, oversee projects and work hard to get the job done? If yes, the Mine General Manager (MGM) position could be for you!

The MGM is in overall charge of the Mine, who ensures that all work gets done safely, efficiently and on time and who plays a major role in creating a positive, healthy work environment for all employees. The MGM ensures that all regulatory requirements are met or exceeded, and is responsible to the regulatory authorities for the compliance.

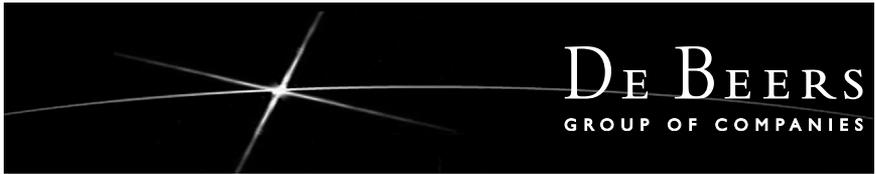
What skills and experience will you need?

- Successful experience supervising workers;
- Apply basic principles and techniques of supervision;
- Prepare accurate record and reports;
- Strong understanding and ability to work cross-culturally;
- Identify, analyze and solve problems;
- Communicate well, both orally and in writing;
- Experience in organization; and,
- Coordinating the activities of other.

What education and training will you need?

This position requires a professional designation (engineering or geology) but, more importantly, you require experience in similar management positions with other mining operations.





Community Relations



Community Liaison Coordinator

Do you enjoy meeting new people? Are you outgoing and friendly? Are you familiar with Northern communities and their employment goals and concerns? Do you know what the employment issues are in the North?

Community Liaison Coordinators keep the communication lines open between De Beers and the various local communities. They let communities know about job and business opportunities and alert De Beers to any concerns that community groups might have with the mine and its operation. As well, Community Liaison Officers are a resource to employees on site with respect to their concerns and issues related to work, personal life and training/support programs.



What skills and experience will you need?

- Ability to travel;
- Ability to effectively communicate with workers, and members of the public;
- Excellent coordination;
- Ability to speak a traditional language;
- Strong understanding and ability to work in a cross cultural environment; and,
- Ability to work with minimal supervision.
-

What education and training will you need?

A high school diploma is required for this position. However, the associated knowledge, skills and attributes could be acquired through the completion of a GED*. Formal training in a college or university setting in the human services field would be preferred. Experience living and working in a northern community would be an asset.

Communications Specialist

Do you like dealing with the public? Are you familiar with NWT communities? External & Corporate Affairs personnel are responsible for providing marketing and communications support for De Beers in the Northwest Territories. Those working in this department plan advertising campaigns, produce publications, liaise with members of the media, organize events that profile De Beers in the communities and support other departments on internal communications needs.

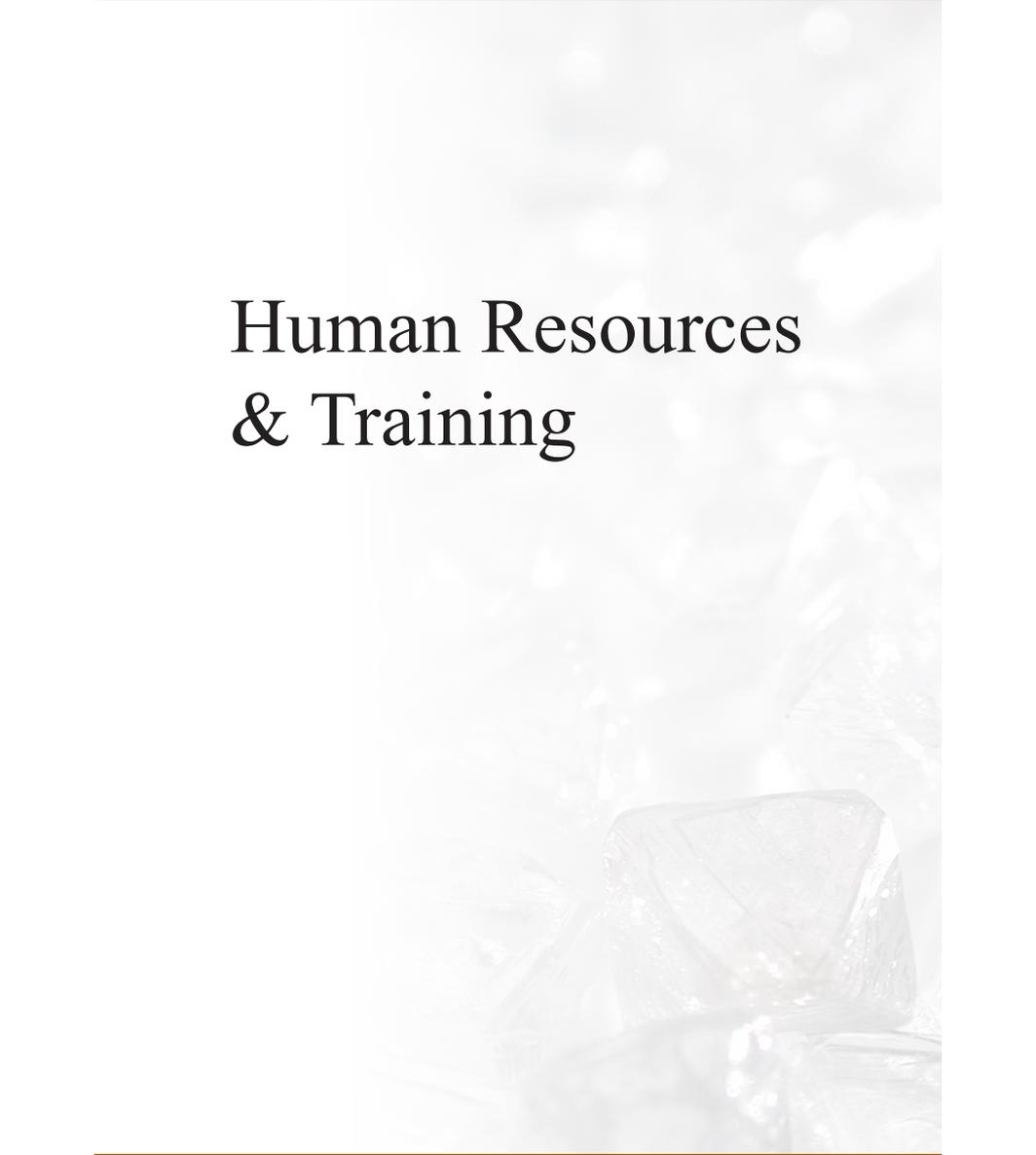
What skills and experience will you need?

- Experience in dealing with the public;
- Ability to work with a variety of computer programs, including graphic design software;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze, and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in coordinating the activities of others; and,
- Understanding of communications and marketing.

What educations and training will you need?

This position requires a university degree or equivalent education and experience in marketing, communications, public relations or journalism.



The background of the page is a soft-focus, high-key photograph of several diamonds. The diamonds are scattered across the frame, with some in sharp focus in the foreground and others blurred in the background, creating a bokeh effect. The overall color palette is light and airy, with various shades of white and pale grey.

Human Resources & Training

Human Resources Manager/Superintendent

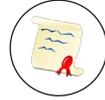
Do you like dealing with the public? Do you enjoy solving problems and taking care of peoples' needs? Are you familiar with the employment needs of NWT communities? The Human Resources Manager is responsible for implementing strategies for hiring all employees, providing direction for the recruitment of new employees, dealing with employee concerns and working with policies and procedures to ensure that employees are happy and healthy.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze, and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in coordinating the activities of others;
- Knowledge and experience in personnel administration is necessary;
- Knowledge and experience in payroll administration and staff benefits administration is preferred;
- Demonstrated managerial experience; and,
- Successful supervisory experience.

What educations and training will you need?

This position requires a university degree in human resources or related areas, or an equivalent combination of education and experience in the area of human resources.



HR Coordinator/ Administrator

Do you enjoy dealing with the public? Are you familiar with the employment needs of Northern communities? Do you enjoy clerical and administrative work? Are you a team player? This position maintains all personnel records and correspondence files, as well as addressing personnel issues according to De Beers' policies and standard practices. Depending on the level of experience and qualifications, a higher level of responsibility including areas of human resources planning, job descriptions, and pay structures, as well as hiring/terminations may be assigned.

What skills and experience will you need?

- Knowledge of HR practices and procedures such as benefit and entitlements, employee assistance plans, leave management systems, performance management systems and the wage and salary systems;
- Knowledge of an skill in using computer software including database, spreadsheet/word-processing;
- Skill in operating office equipment, such as personal computer, facsimile, photocopier, etc.;
- Ability to communicate effectively with employees, co-workers and contacts in a professional manner;
- Ability to work with minimal supervision; and,
- Ability to maintain confidentiality.

What education and training will you need?

Completion of a college or university program in administration (preferably human resources or related) is required, however knowledge and skill of human resources functions gained through previous experience in the human resource field would be acceptable.



Training Coordinator

Are you concerned with occupational health and safety? Are you a 'people person'? Do you communicate well? Are you interested in underground mining and diamond production? Are you safety-conscious? Do you enjoy teaching other people how to do things? If yes, the Training Coordinator position could be for you!

Training Coordinators develop, administer and deliver site training programs. There are two Training Coordinators for the Learning Centre, as well as training coordinators for surface equipment and process plant training and mining.

What skills and experience will you need?

- Knowledge and ability to plan, direct and coordinate the training activities of the mine;
- Ability to demonstrate proper safety awareness;
- Ability to deal with the documentation requirement of the training programs; and,
- Ability to consistently enforce safety in a proactive manner is essential.

What education and training will you need?

The Training Coordinator requires safety professional certification (Canadian Registered Safety Professional or similar), adult education certification or equivalent, and suitable experience in a similar position at other mines and/or heavy industrial sites.



Training/Communications Administrator

Do you enjoy dealing with the public? Do you enjoy clerical and administrative work? Are you a team player? This position supports on-site orientation training, maintains training records and correspondence files, as well as organizing social events/activities at Snap Lake Mine.

What skills and experience will you need?

- Knowledge of an skill in using computer software including database, spreadsheet/word-processing;
- Skill in operating office equipment, such as personal computer, facsimile, photocopier, etc.;
- Ability to communicate effectively with employees, co-workers and contacts in a professional manner;
- Ability to work with minimal supervision; and,
- Ability to maintain confidentiality.

What education and training will you need?

Completion of a college or university program in administration or demonstrated combination of education and experience in a similar role.





Administration



Camp Coordinator

Do you enjoy taking care of people's needs? Do you communicate well with others? Are you interested in working as a team leader? Does the idea of working at a mine site sound interesting to you? Are you well organized? If yes, the Camp Coordinator position could be for you!

The Camp Coordinator is responsible for overseeing the provision of all services related to the accommodations facility, including ensuring ongoing maintenance, liaising with the camp catering contractor and other duties.

What skills and experience will you need?

- Experience supervising workers;
- Experience organizing and coordinating the activities of workers;
- Demonstrated ability to read and understand instructions; and,
- Physical ability to lift and perform physical labour.

What education and training will you need?

Supervisory experience and a demonstrated understanding of camp logistics and maintenance are essential. Experience living and working on a remote site would be beneficial.



Travel/Camp Assistant

Are you a people person? Do you like to help others and solve problems? Are you able to work independently? Are you well organized? If yes, the Travel/Camp Assistant position could be for you!

This position is responsible for arranging travel for employees and keeping track of employees' arrival and departure to and from the Snap Lake mine site.

What skills and experience will you need?

- Ability to communicate effectively with co-workers respond to inquiries and solve problems;
- Effective organizational skills;
- Basic knowledge of clerical procedures such as record keeping;
- Ability to operate office equipment such as a computer, telephone, copier, facsimile, etc.; and,
- Ability to work with minimal supervision.

What education and training will you need?

A high school diploma is required for this position. However, the associated knowledge, skills and attributes could be acquired through the completion of a GED*.

*GED - General Education Diploma



Administrative Assistant

Do you enjoy dealing with the public? Are you well organized and thorough? Do you like working in an office environment? If yes, an administrative assistant position would be for you!

These positions are responsible for office management, filing, and reporting, answering telephones, ordering office supplies, typing and managing information. Administrative Assistants report to the manager of the department where they are located.

What skills and experience will you need?

- Ability to communicate effectively with co-workers, employees and the public in a professional manner;
- Effective office organizational skills;
- Knowledge and skill to perform clerical duties such as word-processing, filing, faxing, and photocopy; and,
- Ability to maintain confidentiality.

What education and training will you need?

This position requires a high school diploma. However, the associated knowledge, skill and attributes could be acquired through the completion of a GED*.

*GED - General Education Diploma



Communications Technician

Do you like working with telecommunications systems? Do you enjoy solving problems and helping people? Are you confident working independently? If yes, the Communications Technician position could be for you!

The Communications Technician is responsible for the operation and maintenance of the satellite communications system components located on site, the site telephone system, the underground communications system and site radio system.

What skills and experience will you need?

- Excellent communication skills;
- Ability to work with minimal supervision;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze, and solve problems;
- Familiarity with several communications systems;
- Good physical strength and physical coordination, with sufficient strength and stamina to do heavy lifting on a regular basis; and,
- Physical health adequate for a mine environment.

What education and training will you need?

A high school diploma is required for this position. However, the associated knowledge, skill, and attributes could be acquired through the completion of a GED*. This individual must also have an instrumentation or electrical background and will require some specialized training from the equipment provider (e.g. NorthwesTel)



IT/Desktop Support

Do you enjoy working with computers? Are you interested in different computer programs and software, as well as different information technology? Do you communicate well with others? Are you self motivated? Do you deal well with pressure?

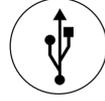
This individual is responsible for providing technical support, problem resolution and general assistance where required. This includes installing and performing minor repairs to hardware, software and peripheral equipment, as well as installing, testing and updating software on workstations, servers and other shared systems

What skills and experience will you need?

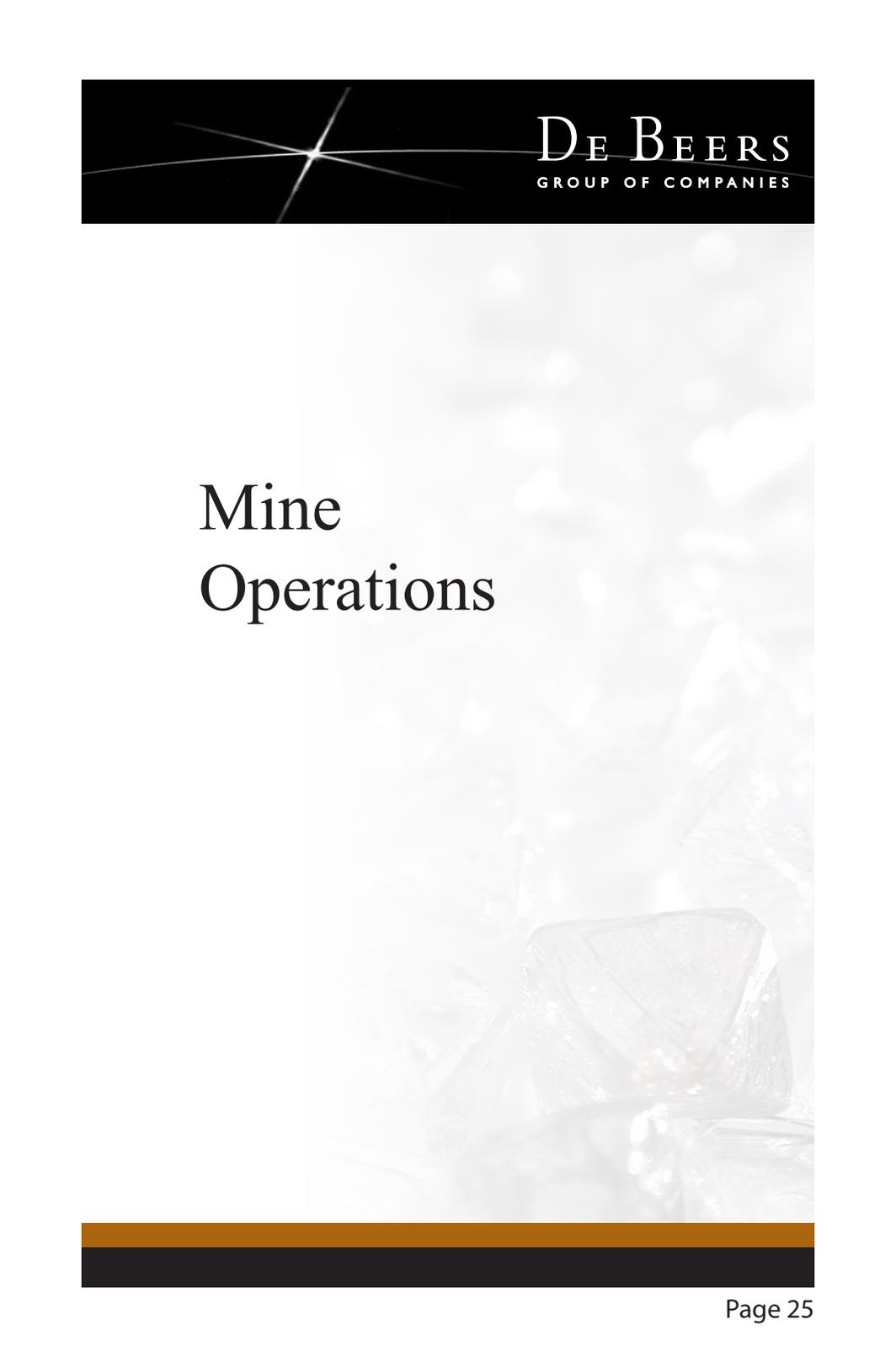
- Good organizational skills;
- Excellent communication skills, both verbal and written;
- Excellent computer skills;
- Administrative ability;
- Ability to work with minimal supervision;
- Ability to maintain confidentiality;
- Ability to prepare accurate records and reports;
- Ability identify, analyze and solve problems;
- Experience in training others;
- Excellent knowledge of computer software, hardware, as well as information technology, networks and services.

What education and training will you need?

A university degree or college/technical school diploma in computer science, information services or related area is required for this position.



Mine Operations

A background image showing a collection of diamonds of various sizes and cuts, some in sharp focus and others blurred, creating a bokeh effect. The diamonds are set against a light, almost white background.

Mining Manager

Are you a natural leader? Do you have a 'take charge' attitude? Do you like to solve problems, oversee projects and work hard to get the job done? If yes, the Mining Manager position could be for you!

The Mining Manager is in charge of Mining operations, who ensures that all work gets done safely, efficiently and on time and who plays a major role in creating a positive, healthy work environment for all employees. Reporting to the Mine General Manager, the Mining Manager ensures that all regulatory requirements are met or exceeded, and is responsible to the regulatory authorities for the compliance.

What skills and experience will you need?

- Successful experience supervising workers;
- Apply basic principles and techniques of supervision;
- Prepare accurate record and reports;
- Strong understanding and ability to work cross-culturally;
- Identify, analyze and solve problems;
- Communicate well, both orally and in writing;
- Experience in organization; and,
- Coordinating the activities of other.

What education and training will you need?

This position requires a professional designation (engineering or geology) but, more importantly, you require experience in similar management positions with other mining operations.



Mine General Supervisor

Are you interested in underground mining? Do you enjoy working as a team leader? Are you interested in occupational health and safety? Do you communicate well? Are you a problem solver?

The General Supervisor is responsible for the safe, efficient operation of the underground mine and supervises the underground workforce.

What skills and experience will you need?

- Successful experience supervising workers;
- Successful experience working in mine operations, preferably underground;
- Ability to apply basic principles and techniques of supervision;
- Strong understanding and ability to work cross culturally;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in coordinating the activities of others;
- Familiarity with the Mine Safety Act; and,
- Familiarity with Occupational Health and Safety Programs.

What education and training will you need?

The main requirements include extensive mine operations experience, experience in a similar management position at other mines and demonstrated overall management/leadership skills. Post-secondary certification in a related discipline is required. An engineering degree would be an asset.



Development/ Production Supervisor

Do you enjoy working as a team leader? Are you interested in underground mining? Are you interested in occupational health and safety? Do you communicate well? Are you well organized? Are you a problem solver?

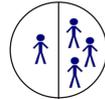
The Development/Production Supervisor supervises a crew of about 30 miners and support staff. He/She looks out for the safety of the crew and makes sure they are organized and working on schedule.

What skills and experience will you need?

- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to communicate well, both orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others; and,
- Familiarity with Occupational Health and Safety Programs.

What education and training will you need?

The main requirements for this position include extensive first-hand underground experience, a proper safety attitude, good organizational skills, good people skills and previous supervisory experience. This is a position to which miners and other underground workers who demonstrate supervisory abilities may be promoted over time.



Development and Production Miners

Do you enjoy physically demanding work? Are you interested in mining? Do you work well independently and as part of a team? Do you like working with your hands? Are you interested in occupational health and safety? If yes, a Development and Production Miner position could be for you!

Development and Production Miners are responsible for safety and efficiently carrying out all underground mining tasks, such as drilling, loading and blasting.

What skills and experience will you need?

- Ability to understand routine written and verbal instructions;
- Ability to work both independently and well with others;
- Ability to work with minimal supervision;
- Ability to tolerate physically demanding work; and,
- Aptitude for mechanical equipment operation.

What education and training will you need?

A high school diploma/GED* is required for this position. Previous experience as an underground miner is essential in order to be hired into this position directly, but employees may be promoted to this position from other underground positions as experience and ability to dictate.

*GED - General Education Diploma



Haulage Personnel

Are you interested in operating different types of machinery and equipment? Are you interested in occupational health and safety? Do you communicate well? Are you well organized? Are you a problem solver? Are you interested in underground mining and diamond production?

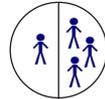
Haulage Personnel are responsible for operating various types of machinery and heavy equipment, such as graders, front end loaders, continuous mining machines and hauling.

What skills and experience will you need?

- Demonstrated ability to read and understand instructions and signage;
- Physical ability to lift and perform physical labour;
- Ability to work as part of a team;
- Ability to work conscientiously and pay attention to details;
- Aptitude for mechanics and able to handle machinery;
- Ability to record details accurately;
- Ability to think and act decisively; and.
- Ability to work with minimal supervision.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable*. Previous experience as a heavy equipment operator would be an asset. Each operator will go through a program of qualification on a piece of equipment before they are allowed to operate it.



Nipper/Mine Trainee

Do you like physically demanding work? Do you work well independently and as part of a team are you interested in underground mining? If yes, the Nipper/Mine Trainee position could be for you!

The Nipper/Mine Trainee is responsible for the movement of supplies from surface to the appropriate storage locations and for movement of materials from the underground storage locations to the work site.

What skills and experience will you need?

- Ability to understand routine written and verbal instructions;
- Ability to tolerate physically demanding work;
- Ability to work both independently and as an active team member; and,
- Ability to work with minimal supervision.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Perhaps experience as a mine labourer or in other mine occupations would be acceptable. This position also requires the successful completion of site familiarity, mobile service equipment and rigging training programs. Completion of an Underground Miner Training Program would also be an asset.



Crusher Operator

Do you like physically demanding work? Are you interested in working underground? Are you interested in mining? Do you like working with mechanics and different kinds of machinery?

The Crusher Operator is responsible for the operation of the crusher. He/She works closely with mine labourers who may be operating a rock breaker in front of the crusher and belt person who clear scrap and ensure the belts carrying the crushed ore to the process plant are running smoothly. The work includes controlling the feed of ore, keeping an eye on the feed to identify and remove any scrap material which may damage or plug the crusher, carrying out routine operating maintenance on the crusher, and ensuring other equipment are operating properly.

What skills and experience will you need?

- Ability to understand routine written and verbal instructions;
- Ability to work with minimal supervision;
- Ability to tolerate physically demanding work;
- Aptitude for mechanics and able to handle machinery; and,
- Ability to record details accurately.

What education and training will you need?

Completion of Grade 10 is required, however a demonstrated ability to read and understand instructions and related experience would be acceptable. Previous experience as a Crusher Operator (on surface or underground) would be accepted. Other site personnel may be trained on-the-job to fill this position.



Underground Construction

Do you enjoy physically demanding work? Are you a team player? Are you interested in underground construction? Do you enjoy working with mechanics and different kinds of machinery?

The Underground Construction crew is required to carry out various mine support construction work such as carpentry, bulkhead construction, ventilation fan installations, sump construction, general concrete work, pipeline installations, chute installations, dump installations, platforms/manways, etc.

What skills and experience will you need?

- Ability to understand routine written and verbal instructions;
- Ability to tolerate physically demanding work;
- Ability to work as part of a team;
- Aptitude for mechanics and able to handle machinery; and,
- Ability to work with minimal supervision.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Previous experience in construction (carpentry, piping, concrete work) would be an asset. Unless previous underground experience is documented, the employee will be required to successfully complete the underground mine familiarization portions of the training program. This will also include working at heights, rigging, raise work and mobile service equipment use (such as hiab and scissor lift trucks).



Scoop/Haul Truck Operator

Are you team player? Are you interested in operating heavy equipment? Do you enjoy physically demanding work? Do you pay close attention to detail? Are you interested in underground mining?

This job involves mucking and hauling ore and waste from development and production headings to the underground crusher or to a surface storage area. The Scoop/Truck Operators are responsible for the carrying out and documenting of pre-use checks and operator maintenance items on their assigned equipment, as well as the safe and efficient operation of their equipment at all times.

What skills and experience will you need?

- Demonstrated ability to read and understand instructions and signage;
- Physical ability to lift and perform physical labour;
- Ability to work as part of a team;
- Ability to work conscientiously and pay attention to details;
- Aptitude for mechanics and able to handle machinery;
- Ability to think and act decisively; and,
- Ability to work with minimal supervision.

What education and training will you need?

Completion of Grade 10 is required, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Previous experience in equipment operation, preferably in an underground mine operations would be preferred.



Heavy Equipment Operator

Are you interested in operating heavy equipment? Do you enjoy work that is physically demanding? Are you interested in mechanics and working with different types of machinery? Are you a team player? Do you pay close attention to detail?

Heavy Equipment Operators may be called upon to operate equipment such as a loader, grader, dozer, vibrating-drum packer, backhoe, rock truck, water/fuel truck, mobile crane, etc.

What skills and experience will you need?

- Demonstrated ability to read and understand instructions and signage;
- Physical ability to lift and perform physical labour;
- Ability to work as part of a team;
- Ability to work conscientiously and pay attention to details;
- Aptitude for mechanics and able to handle machinery;
- Ability to record details accurately;
- Ability to think and act decisively; and,
- Ability to work with minimal supervision.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Previous experience as a heavy-equipment operator would be an asset. Each operator will go through a program of qualification on a piece of equipment before they are allowed to operate it.



Fuel Handling Assistant

Are you well organized? Do you communicate well? Are you a team player? Do you enjoy work that is physically demanding? Do you pay close attention to detail are you safety-conscious?

The Fuel Handling Assistant is responsible for the transfer of fuel to and within the fuel farm, as well as the distribution of fuel throughout the site. This includes the monitoring of the system for leaks, the recording of fuel additions and removals, carrying out periodic fuel inventories, ensuring a clean and tidy fuel farm site, etc. All activities must be carried out in the strict accordance with a fuel-farm operating plan.

What skills and experience will you need?

- Demonstrated ability to read and understand instructions and signage;
- Physical ability to lift and perform physical labour;
- Ability to work conscientiously and pay attention to details;
- Ability to effectively communicate with co-workers; and,
- Ability to safely handle dangerous materials.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. The Fuel Handling Assistant will go through a training program that will cover the fuel farm and fuel distribution systems design, the fuel farm operating plant, spill response and hazardous materials handling.



Blaster

Do you enjoy physically demanding work? Are you interested in mining? Do you work well independently and as part of a team? Do you like working with your hands? Are you interested in occupational health and safety and environmental protection? If yes, a Blaster position could be for you!

Blasters are responsible for the safe handling, storage and transport of explosive materials, in accordance with procedures and safety regulations. Working in teams, they load explosives into pre-drilled holes, set the fuses, and detonate explosives to produce the desired blasting patterns and rock fragmentation.

What skills and experience will you need?

- Blaster's Ticket;
- Mine rescue certificate is an asset;
- First Aid certificate;
- Strong understanding and ability to work cross-culturally; and,
- Identify, analyze and solve problems.

What education and training will you need?

A high school diploma/GED* is required for this position. A Blaster's Ticket, Mine Rescue Certificate, and First Aid Certificate and previous experience is essential in order to be hired into this position directly, but employees may be promoted to this position from other positions as experience, training and ability dictate.

*GED - General Education Diploma.



Driller

Do you enjoy physically demanding work? Do you like working with mechanics and different kinds of machinery? Do you work well independently and as part of a team? If yes, a Driller position could be for you!

A driller ??????????

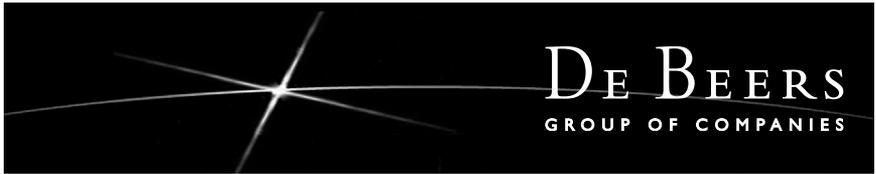
What skills and experience will you need?

- Ability to understand routine written and verbal instructions;
- Ability to work with minimal supervision;
- Ability to work both independently and as an active team member;
- Ability to tolerate physically demanding work; and,
- Aptitude for mechanics and able to handle machinery.

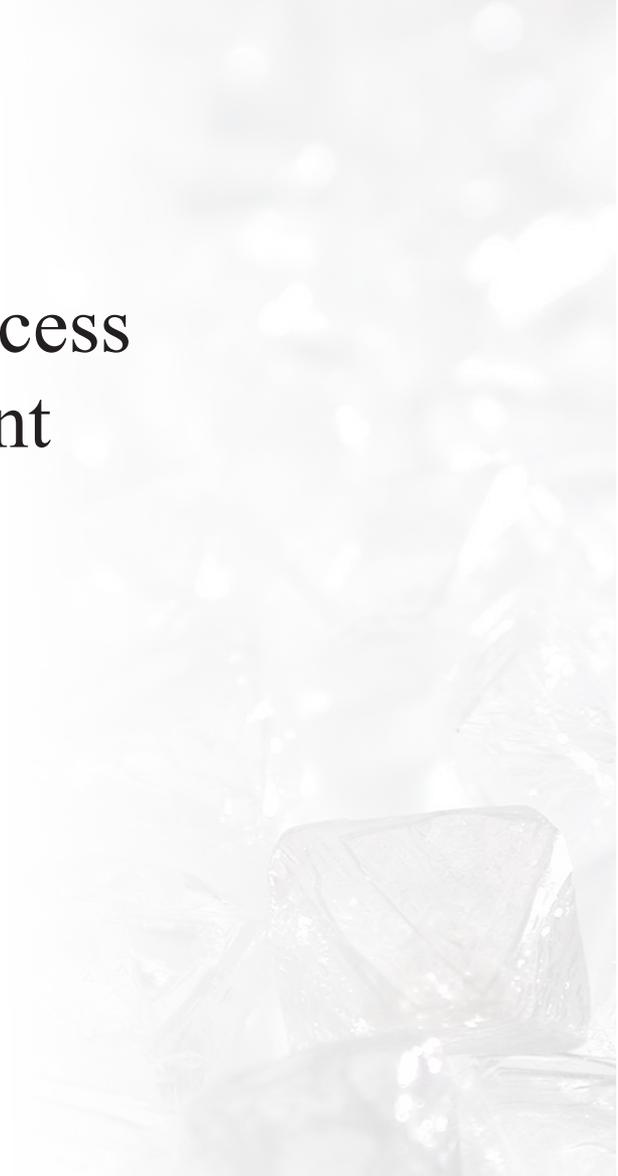
What education and training will you need?

Completion of Grade 12 is required for this position, however a demonstrated ability to read and understand instructions and related experience would be acceptable. Previous experience as a driller or drill helper is preferred, although on-the-job training by an experienced driller may be arranged.





Process Plant



Operations Manager

The Operations Manager is in overall charge of mine site operations, including the process plant and has to ensure that all work gets done safely, efficiently and on time. He/She must play a major role in creating a positive, healthy work environment for all employees on site. He/She reports to the Mine General Manager.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization; and,
- Experience in coordinating the activities of others.

What education and training will you need?

The Operations Manager requires a professional designation (engineering or geology) but more importantly requires a track record of successfully filling similar positions in other operations



Process Plant General Supervisor

Do you communicate effectively? Are you a team player? Are you a natural leader? Do you enjoy organizing and coordinating the activities of others? Are you interested in diamond processing, metallurgy and mineral processing?

The Process Plant General Supervisor is in charge of the overall operation and performance of the process plant. He/She is responsible for achieving plant production targets safely, efficiently and on time.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others; and,
- Familiarity with Occupational Health and Safety Programs.

What education and training will you need?

The requirements for this position will initially include a degree in metallurgy of mineral processing, extensive previous experience with diamond processing plants, and previous experience at a superintendent or managerial level.



Metallurgist

Are you interested in diamond processing? Do you like working independently and as part of a team? Are you a problem solver? Do you enjoy working with computers? Do you like variety and challenge? Are you a natural leader?

The Metallurgist provides technical support to the Operations Manager. He/She is responsible for taking samples and conducting analysis and recording to monitor performance of the plant. The Metallurgist also makes recommendations to improve plant performance.

What skills and experience will you need?

- Ability to work both independently and as an active team member;
- Ability to work with minimal supervision;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze and solve problems;
- Ability to communicate well orally, in writing and graphically;
- Ability to accept responsibility;
- Computer literate with basic skills (i.e., spread sheet, word processing);
- Adaptability required to apply themselves to a variety of work situations;
- Ability to think and act decisively; and,
- Related mine industry experience preferred.

What education and training will you need?

This position requires a degree in metallurgy or a geological degree, combined with previous process plant experience.



Process Plant Supervisor

Do you enjoy working as a team leader? Are you a problem solver? Are you interested in a diamond processing? Are you well organized? Do you work well under pressure?

The Process Plant Supervisor is responsible for supervising the Plant Operators on their shift. He/She makes sure the plant operates safely and efficiently, and that the Plant Operators achieve designated production targets.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization; and,
- Experience in coordinating the activities of others.

What education and training will you need?

A high school diploma is required for this position. However, the associated knowledge, skills, and attributes could be acquired through the completion of a GED*. Successful supervisory experience in diamond processing plants is preferable. Experience in other processing plants may be considered.

*GED - General Education Diploma



Process Plant Operator

Do you enjoy physically demanding work? Do you like to work independently and as part of a team? Do you enjoy working with your hands? Are you interested in a diamond processing?

Process Plant Operators look after the day-to-day equipment operations in the process plant, including maintenance of plant equipment and may be responsible for operating plant mobile equipment such as loaders, bobcats and forklifts to move supplies.

What skills and experience will you need?

- Ability to understand written and verbal instructions;
- Ability to tolerate physically demanding work;
- Ability to work both independently and as an active team member;
- Ability to think and act decisively;
- Ability to pay attention to details;
- Ability to apply oneself to a variety of work situations;
- Ability to work with minimal supervision; and,
- Aptitude for mechanical equipment operation.

What education and training will you need?

Completion of Grade 10 is required, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Previous experience in a mineral processing plant would be an asset. Completion of a Mineral Process Operator Training Program is encouraged. New plant operators will receive training in the specific design and required operation of the process plant, initially working alongside experienced operators.



Process Plant Operator Trainee

Do you enjoy physically demanding work? Are you interested in learning more about work in a diamond processing plant? Do you like to work independently and as part of a team? Do you enjoy working with your hands? Are you interested in diamond processing?

Plant Operator Trainees assist Plant Operators in the completion of their work. This is an ideal entry-level position for people with minimal experience who wish to progress into a Plant Operator position.

What skills and experience will you need?

- Demonstrated ability to understand routine written and verbal instructions;
- Demonstrated ability to read and understand instructions; and,
- Physical ability to lift and perform physical labour.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable.



Control Room Operator

Are you well organized? Are you interested in a diamond production? Would you like to work in a diamond processing plant? Do you enjoy working with computers? This position is responsible for the operation and monitoring of multi-functioning process control machinery and equipment that will be used to process ore.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Ability to use computers;
- Experience in organization; and,
- Experience operating and monitoring different types of machinery and equipment.

What education and training will you need?

A high school diploma is required for this position. A minimum of two years' experience working in a similar position in a similar work environment is also required. Post-secondary education in mineral processing along with experience in central room operations and kimberlitic processing is preferred. An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be accepted.



Sorter

Are you well organized? Do you work well independently and as part of a team? Do you pay close attention to details? Are you interested in working with rough diamonds?

The sorter is responsible for the recovery of diamonds from process concentrate. The Sorter will also be responsible for sieving, weighting and reporting of the final diamond concentrate and information. Also, he/she conducts routine physical inspections of the work area and reports to the Facility Manager.

What skills and experience will you need?

- Demonstrated ability to read and understand instructions and signage;
- Ability to work independently and as part of a team;
- Ability to adhere to set time limits with regards to start and finish times during shift;
- Ability to understand and follow all procedures; and,
- Ability to work conscientiously and pay attention to details.

What education and training will you need?

A high school diploma is required for this position, however, the associated knowledge, skill and attributes could be acquired through the completion of a GED*.

*GED - General Education Diploma



Metallurgy Lab Tech

Are you interested in diamond processing? Do you like working independently and as part of a team? Are you a problem solver? Do you enjoy working with computers? Do you like variety and challenge?

What skills and experience will you need?

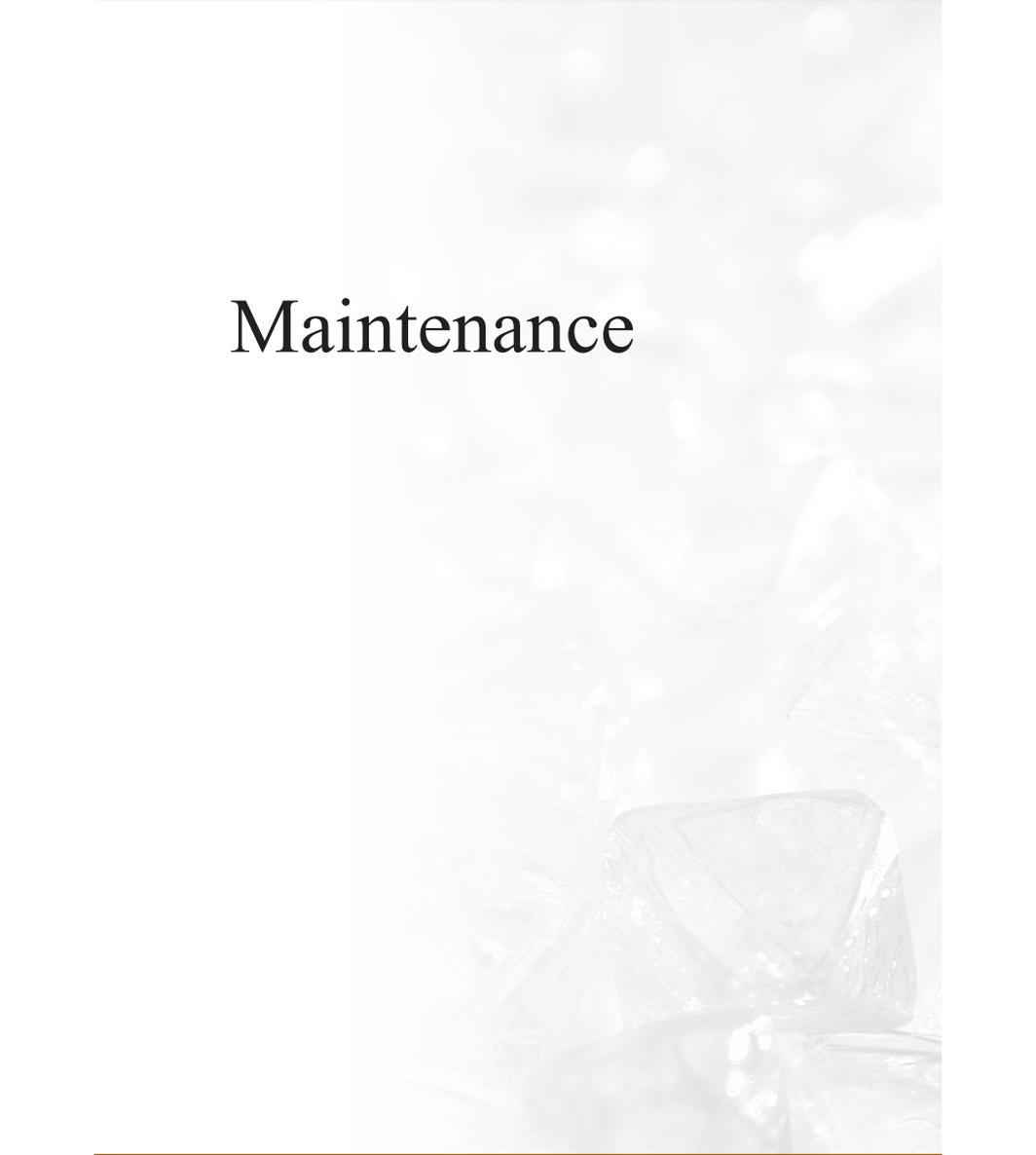
- Ability to work both independently and as an active team member;
- Ability to work with minimal supervision;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze and solve problems;
- Ability to communicate well orally, in writing and graphically;
- Ability to accept responsibility;
- Computer literate with basic skills (i.e., spread sheet, word processing); and,
- Adaptability required to apply themselves to a variety of work situations,

What education and training will you need?

This position requires Grade 12 diploma and demonstrated ability to work with MS Office Software. Previous experience in a laboratory setting, work with mineral samples is preferred.



Maintenance



Maintenance Manager

Are you interested in maintenance? Do you have a 'take charge' attitude? Are you a problem solver? Are you well organized? Do you communicate well? Do you enjoy working as a team leader? Are you interested in working at a diamond mine site?

The Maintenance Manager oversees all maintenance personnel and functions (site general, process plant and underground). This is primarily an administrative position, responsible for organizing the workload, identifying needs, monitoring performance, ensuring proper records are kept on equipment, budgeting, recommending replacement equipment and mechanics/maintenance upgrades, etc.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others; and,
- Familiarity with Occupational Health and Safety Programs.

What education and training will you need?

This position will require a record of previous successful experience at a similar level, preferably from a mining operation. Related journeyman ticket or engineering degree is required.



Maintenance Supervisor

Are you interested in maintenance? Do you enjoy working as a team leader? Are you a problem solver? Are you well organized? Do you communicate well? Do you pay close attention to detail?

These positions supervise maintenance crews in a variety of areas. Including mobile equipment, site services. This includes powerhouse operators, mechanics, electricians, instrumentation technicians, among others. They are also responsible for a variety of site services, including fuel farm operation, water supply system operation, camp operation (including sewage), site carpenters, etc.

What skills and experience will you need?

- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in coordinating the activities of others; and,
- Familiarity with Occupational Health and Safety Programs.

What education and training will you need?

An initial requirement for these positions will be a record of previous successful experience at a similar level on other heavy industrial sites. A related journey person ticket is required.



Reliability Technician

Do you like to solve problems? Do you like working with equipment and machinery? Are you interested in occupational health and safety?

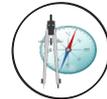
The Reliability Technician is a certified journeyman or mechanical/electrical engineering technologist who is trained and certified to inspect and test equipment to ensure it is in safe, reliable operating condition.

What skills and experience will you need?

- Prepare accurate record and reports;
- Ability to work both independently and as an active team member;
- Ability to work with minimal supervision;
- Strong understanding and ability to work cross-culturally;
- Identify, analyze and solve problems;
- Communicate well, both orally and in writing; and,
- Experience in organization.

What education and training will you need?

This position requires four years experience as a Journeyman Electrician/Millwright or Mechanical/Electrical Engineering Technologist or two years Mechanical/Electrical Engineer Engineer-in-Training. Advanced training in reliability-based maintenance and various other certifications is also required.



Maintenance Planner

Are you a well-organized person? Are you interested in solving problems? Do you understand maintenance procedures and enjoy being part of a skilled team?

A Maintenance Planner is a skilled tradesperson who has the task of coordinating personnel and resources, prioritizing work orders for the maintenance department. In addition to scheduling work that needs to be performed, they manage materials and work with contractors and maintenance supervisors to ensure work gets done.

What skills and experience will you need?

- Ability to work both independently and as an active team member;
- Ability to work with minimal supervision;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze and solve problems;
- Ability to communicate well orally, in writing and graphically;
- Ability to accept responsibility; and,
- Computer literate with basic skills (i.e., spread sheet, word processing).

What education and training will you need?

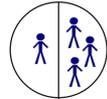
Registered apprentice or certified journeyman in the fields of Millwrighting, Heavy Duty Mechanics, or Electrical/Instrumentation.



Carpenter

Do you like working with your hands? Are you interested in working with tools, construction and repair of structures and related physical facilities? Do you enjoy work that is physically demanding? Do you enjoy variety in your work?

Carpenters perform journey-level work in the design, construction, repair and maintenance of structures and related facilities. They perform a full range of rough and finished carpentry work and inspect completed work for conformance with specifications, requirements with applicable building and safety codes and regulations.



What skills and experience will you need?

- Understanding of the tools, equipment, and materials common to the carpentry trade;
- Experience in cabinet-making techniques;
- Ability to build, repair, restore, and install wood or related materials;
- Ability to tolerate physically demanding work;
- Ability to work both independently and as an active team member;
- Ability to work with minimal supervision; and,
- Ability to estimate time and materials needed for assigned work projects.

What education and training will you need?

An Interprovincial Trade Certificate (Master Carpenter or Interprovincial Red Seal - Carpentry) is required for this position.

Plumber



Do you like working with your hands? Are you interested in working with equipment and machinery?

Plumbers install, repair and maintain plumbing systems and fixtures and HVAC systems. They also read blueprints, drawings and specifications to plan and install of plumbing systems, water supply networks and waste and drainage systems. Plumbers also work closely with other trades and labourers to ensure that all specifications, building standards, regulations and policies are met.

What skills and experience will you need?

- Identify, analyze and solve problems;
- Communicate well, both orally and in writing;
- Experience in organization;
- Ability to tolerate physically demanding work;
- Ability to work both independently and as an active team member;
- Ability to work with minimal supervision; and,
- Strong understanding and ability to work cross-culturally.

What education and training will you need?

An interprovincial trade-certificate is required for this position.

Electrician

Are you interested in electrical work? Are you a team player? Do you enjoy work that is physically demanding? Are you a problem solver? Do you work well independently and as part of a team?

The Journeyperson Electricians/Instruction Technicians work out of the surface electrical shops or the underground shop facilities. Work primarily consists of maintenance of the site electrical distribution systems and fixed camp/support facilities equipment maintenance. Maintenance of electrical systems for mobile equipment is included. Periodic maintenance/rebuild of the site generators will also be required. There are also positions for lead electricians and electrician apprentices.

What skills and experience will you need?

- Ability to work with minimal supervision;
- Ability to work both independently and as an active team member: and,
- Physical ability to lift and perform physical labour.

What education and training will you need?

Journeyperson Electricians require journeyperson tickets combined with previous experience in a heavy industrial operation, preferably an operating underground mine.



Mechanic

Are you interested in mechanics and different types of machinery? Are you a team player? Do you enjoy physically demanding work? Are you self-motivated?

Mechanics work out of the surface mechanics shops or the underground shop facilities. Work will primarily consist of mobile equipment maintenance and fixed camp/support facilities equipment maintenance. Periodic maintenance/rebuild of the site generators will also be required. In addition to journey person mechanics, there are also opportunities to be an apprentice mechanic.

What skills and experience will you need?

- Ability to work with minimal supervision;
- Ability to work both independently and as an active team member; and,
- Physical ability to lift and perform physical labour.

What education and training will you need?

The positions require related journey person tickets, combined with previous experience in a heavy industrial operation, preferably an operating underground mine.



Millwright/Welder

Do you like working with your hands? Are you interested in maintaining and repairing different types of machinery? Do you enjoy work that is physically demanding? Do you enjoy variety in your work?

Millwright/Welders are responsible for maintaining the mechanical and piping systems, including the process plant and in other areas of the operation such as building services for the camp and office/dry/warehouse complex. There are also apprenticeship opportunities.

What skills and experience will you need?

- Skilled in the methods and practices of plant and industrial maintenance and mechanical repair;
- Skilled in the installation and repair of heavy rotating equipment, precision coupling alignments, overhaul of pumps, turbine, fans, etc.;
- Skilled in the use of industrial tools, electric arc and oxy-acetylene welding, and lifting equipment, such as chain hoists, forklifts, and small cranes;
- Good physical strength and physical coordination, with sufficient strength and stamina to do heavy lifting on a regular basis; and,
- Physical health adequate for a mine environment.

What education and training will you need?

A high school diploma is required for this position. However, the associated knowledge, skills, and attributes could be acquired through the completion of a GED*. Trades training and Red Seal Journeyman's Ticket in trade is required.



Instrumentation Technician

Do you enjoy working with control systems and technology? Are you well organized? Are you a problem solver? Do you work independently and as part of a team?

The Instrumentation Technician is responsible for coordinating and effecting the monitoring, installation, service and reconditioning of a variety of equipment, instruments and control systems; performing repairs, installations and any work required to set up, align or otherwise prepare for operation; and, performing operational checks, monitoring performance and related maintenance to identify and diagnose instrumentation and electronic performance problems.

What skills and experience will you need?

- Familiarity with Siemens and Allen Bradley control equipment an asset;
- Excellent organizational, verbal and written communication skills are a must;
- Ability to team build and promote a team environment and work well in a fast-paced, cross-cultural environment is essential; and,
- Previous experience working at a remote mine site preferred.

What education and training will you need?

Interprovincial Instrumentation Technician Trade Certificate (Red Seal) OR Diploma / Degree in Control & Instrumentation with at least three (3) years industrial experience.



Utilities Operator

Are you interested in maintenance and mechanical repair? Do you enjoy work that is physically demanding? Are you interested in operating various types of equipment and machinery?

Utilities Operators are responsible for the operation and maintenance of the water treatment plant and other systems within the plant. This also includes maintaining the plant in a suitable state of cleanliness and neatness and ongoing monitoring of plant operations and regular collection of water samples.

What skills and experience will you need?

- Skilled in the and practices if plant and industrial maintenance and mechanical repair;
- Ability to record details accurately;
- Ability to think and act decisively;
- Ability to work with minimal supervision;
- Good physical strength and physical coordination, with sufficient strength and stamina to do heavy lifting on regular basis; and,
- Physical health adequate for a mine environment.

What education and training will you need?

The completion of Grade 12 is required for this position. However, the associated knowledge, skills, and attributes could be acquired through the completion of a GED*.



Crane Operator

Are you interested in operating heavy equipment? Do you enjoy work that is physically demanding? Are you interested in mechanics and working with different types of machinery? Are you a team player? Do you pay close attention to detail?

Crane operators operate cranes or draglines to lift, move, position or place machinery, equipment.

What skills and experience will you need?

- Demonstrated ability to read and understand instructions and signage;
- Physical ability to lift and perform physical labour;
- Ability to work as part of a team;
- Ability to work conscientiously and pay attention to details;
- Aptitude for mechanics and able to handle machinery;
- Ability to record details accurately;
- Ability to think and act decisively; and,
- Ability to work with minimal supervision.

What education and training will you need?

This position requires a red seal or journeyperson certification in crane operation.



Maintenance Helper/ Labourer



Do you like working with your hands? Are you good with tools? Are you interested in a career in trades?



The Maintenance Helper helps tradespersons and performs standard maintenance tasks for the upkeep and operation of Camp Accommodations when required.



What skills and experience will you need?

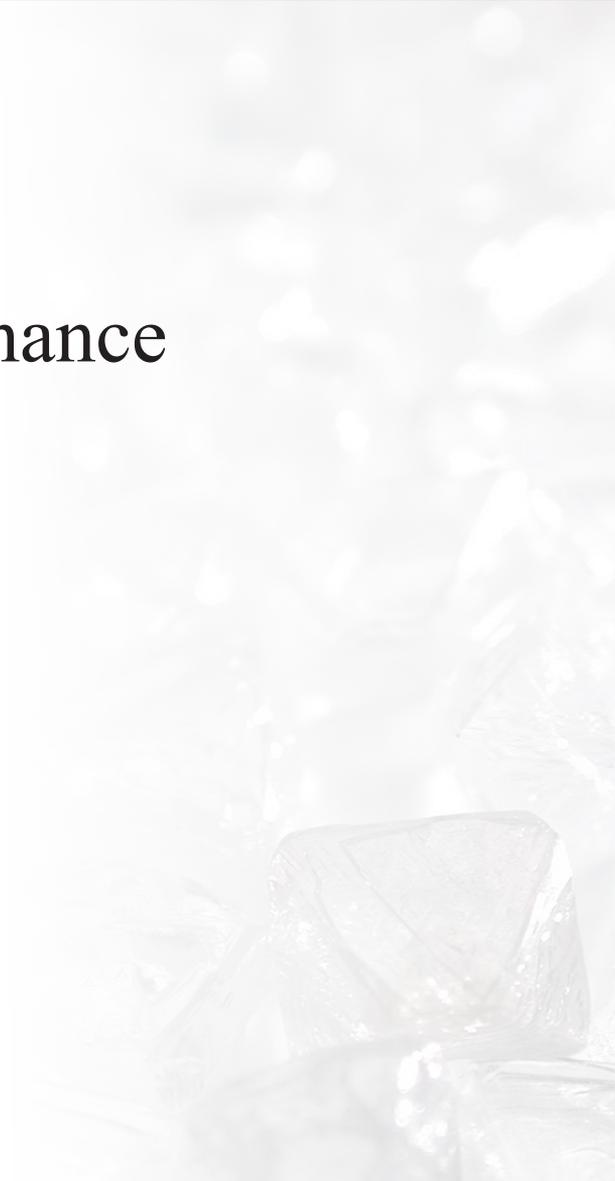
- Ability to follow direction
- Capable of lifting heavy objects
- Basic understanding of the use and operation of basic hand tools and basic power tools, in a safe and efficient manner.
- Clean and make minor repairs to equipment and tools.
- Performing basic carpentry work as needed.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable.



Finance



Finance Manager

Do you like working with numbers? Do you enjoy keeping records and tracking budgets? Are you a team player? Do you like to solve problems? Are you well organized?

The department Manager oversees accountants and accounting/payroll clerks on site and in Yellowknife. Some of these positions require training or professional designation in accounting (CA, CGA, or similar) with a prior track record of achievement in similar positions.

What skill and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others.

What education and training will you need?

A university degree in accounting or an equivalent combination of education and experience in an accounting/finance area.



Accountant

Do you like working with numbers? Are you good at math? Do you enjoy working with computers? Are you interested in clerical and administrative work? Do you enjoy working in an office environment?

The Accountant maintains the financial records related to the operating of the property. He/She is responsible for keeping the books up to date, paying bills, collecting information and reporting on the property financial status (usually monthly), finalizing the operating budgets, as well as enforcing proper cost code reporting and adherence to accepted accounting practices.

What skills and experience will you need?

- Proven intermediate level accounting skills with hands-on experience;
- Administrative ability;
- Office procedures and practices within a computerized accounting system;
- Computer literacy with current financial and accounting packages;
- Analytical tools including spreadsheet and word-processing applications; and,
- Related mine management experience preferred.

What education and training will you need?

A university degree in accounting or a designation as a certified accountant (CA) or certified general accountant (CGA) is required. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be accepted. Current enrolment in a recognized accounting designation program at the 4th or 5th level would also be considered.



Materials Management



Business Development Manager

Are you familiar with the issues and concerns specific to the Northern economy and Northern business development? Are you interested in diamond production and the changes it brings to the North?

The Business Development Manager develops strategies to build and maintain relationships with Northwest Territories businesses. He/She ensures that as many contacts as possible are carried out by or in partnership with Aboriginal and Northern companies. He/She also facilitates economic activities (i.e. joint ventures and sub-contracts) connected to the mine project and also serves as a resource person to communities on business related matters.



What skills and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Identify, analyze and solve problems;
- Communicate well, both orally and in writing;
- Experience in organization; and,
- Coordinating the activities of others.

What education and training will you need?

The Business Development Manager requires a university degree or similar education and experience in economics, commerce, business administration or public administration.

Superintendent, Materials Management

Do you like working with numbers? Do you enjoy keeping records and tracking budgets? Are you a team player? Do you like to solve problems? Are you well organized?

The Materials Management Superintendent is responsible for coordinating the procurement, delivery and storage of materials necessary for operation of the mine. This includes overseeing the operation of the Winter Road Resupply and awarding of contractors with major suppliers/contractors. He/She also supervises buyers, warehouse personnel and others at Snap Lake Mine and in the Yellowknife office.



What skill and experience will you need?

- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others.

What education and training will you need?

A university degree in accounting/management/business administration is required for this position, or an equivalent combination of education and experience in logistics.

Buyer

Are you well organized? Do you enjoy dealing with a variety of people? Do you like keeping records?

The Buyer is responsible for buying supplies for the mine site. He/She also maintains an inventory of supplies, makes purchases when necessary and ensures that purchased supplies reach the necessary people on site.

What skills and experience will you need?

- Good organizational skills;
- Excellent communication skills, both verbal and written;
- Computer skills; and,
- Knowledge of warehousing and inventory control.

What education and training will you need?

A high school diploma is required for this position and formal training in purchasing is encouraged. However, the associated knowledge, skills, and attributes could be acquired through the completion of a GED*. A good record of previous experience in purchasing, preferably at a remote mine site, is required.

*GED - General Education Diploma



Contracts Coordinator



Are you familiar with the issues and concerns specific to the Northern economy and Northern business development? Are you interested in diamond production and the changes it brings to the North?

The Contracts Coordinator assists, manages and evaluates contractual services and provides administrative support to the Materials Management team.

What skills and experience will you need?

- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Identify, analyze and solve problems;
- Communicate well, both orally and in writing;
- Experience in organization; and,
- Coordinating the activities of others.

What education and training will you need?

The Contracts Coordinator requires a university degree or similar education and experience in economics, commerce, business administration or public administration.

Warehouse Technician

Do you enjoy working with heavy equipment? Are you a problem solver? Do you enjoy dealing with people? Do you communicate well? Are you interested in basic clerical work? Are you interested in working in a warehouse environment, above ground or underground? If yes, a Warehouse Technician position could be for you!

Warehouse responsibilities include receiving materials into inventory (recording receipt, storing in the proper location in the warehouse or yard), dispensing to workers upon request (written request form, record of delivery) and maintaining required inventory levels in the warehouse (periodic inventory of materials in stock, ordering of replacement items).

What skills and experience will you need?

- Ability to respond to worker's inquires, maintain good customer relations and solve problems;
- Basic knowledge of clerical procedures such as record keeping;
- Ability to operate equipment such as a forklift; and,
- Warehousing experience.

What education and training will you need?

A high school diploma is required for this position. However, the associated knowledge, skills and attributes could be acquired through the completion of the relevant site familiarity training programs.



Airport Technician

Are you interested in aircraft? Would you enjoy working in an airport? Are you a team player? Do you communicate well? Are you interested in maintenance? Are you well organized? Do you work well under pressure? Are you interested in working at a diamond mine site? Do you pay close attention to detail?

The Airport Technician is responsible for all communication between inbound/outbound aircraft and the mine airport. Responsibilities include providing updated weather observations at the airstrip, controlling aircraft traffic as well as vehicle/pedestrian traffic on the airstrip and apron, carrying out airstrip inspections and maintenance and directing the movement of materials/passengers arriving or leaving the site while at the airstrip.

What skills and experience will you need?

- Ability to work conscientiously and pay attention to details;
- Ability to read and write to follow instructions and understand manuals;
- Ability to communicate effectively with workers and management; and,
- Ability to successfully complete airport operation practices training.

What education and training will you need?

Completion of Grade 10 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Technical training in maintenance would be asset. Previous experience preferred.



Protective Services

The background of the page is a soft-focus, high-key photograph of several diamonds. The diamonds are scattered across the frame, with some in sharp focus in the foreground and others blurred in the background, creating a bokeh effect. The lighting is bright, highlighting the facets and reflections of the stones.

Protective Services Manager

Are you interested in law enforcement and security issues? Do you communicate effectively? Are you a natural leader? Do you pay close attention to detail? Are you well organized? Are you intuitive and sharp thinking?

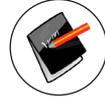
The Protective Services Manager is responsible for the enforcement of overall site security. This includes supervision of a team of Protective Services personnel. Security issues are primarily focused on monitoring operations by means of remote cameras, completing background checks on new plant personnel and carrying out close inspections of anything or anyone entering or leaving the plant, and also includes enforcement of site rules.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing; and,
- Experience in coordinating the activities of others.

What education and training will you need?

The Manager must have formal security training combined with a good record of previous experience in a similar position. Candidates for this position are often experienced military or law enforcement personnel.



Protective Services General Supervisor

Are you interested in law enforcement and security issues? Do you communicate effectively? Are you a natural leader? Do you pay close attention to detail? Are you well organized? Are you intuitive and sharp thinking?

The Protective Services General Supervisor is responsible for the enforcement of overall site security. This includes supervision of a team of Protective Services personnel. Security issues are primarily focused on monitoring operations by means of remote cameras, completing background checks on new plant personnel and carrying out close inspections of anything or anyone entering or leaving the plant, and also includes enforcement of site rules.

What skills and experience will you need?

- Successful experience supervising workers;
- Ability to prepare accurate records and reports;
- Strong understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing; and,
- Experience in coordinating the activities of others.

What education and training will you need?

A bachelor's degree in management is required for this position. The General Supervisor must have formal security training combined with a good record of previous experience in a similar position.



Protective Services Official

Are you interested in law enforcement and security issues? Do you pay close attention to detail? Do you enjoy using communications equipment? Are you interested in protecting people and property? Do you enjoy variety in your work? If yes, a position in protective services could be for you!

Protective Services Personnel are responsible for ensuring that the movement of people and materials into and out of the process plant and the mine site itself is controlled, recorded and inspected as required. Protective Services Personnel also use video cameras to monitor all activities within the plant.



What skills and experience will you need?

- Ability to communicate professionally with workers and members of the public;
- Knowledge of safety and security operations, rules, regulations, precautions, prevention, and the protecting of people, data, and property;
- Ability to work conscientiously and pay attention to details;
- Ability to use communication equipment;
- Ability to pay strict attention to detail; and,
- Excellent reporting skills.

What education and training will you need?

A high school diploma is required for this position plus the successful completion of a formal security-training program. However, the associated knowledge, skills, and attributes could be acquired through the completion of a GED*

*GED - General Education Diploma

Technical Services



Technical Services Manager

Are you a problem solver? Are you interested in underground mining and engineering? Do you communicate well? Do you have a 'take charge' attitude? Are you interested in the issues and concerns specific to mining and engineering in the North? Do you work well under pressure?

The Technical Services Manager oversees a team of engineers and geologists responsible for mine design and ongoing operations.

What skills and experience will you need?

- Successful progressive experience in mining in a professional capacity;
- Strong understanding and ability to work cross culturally;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others; and,
- Familiarity with the Mine Safety Act.

What education and training will you need?

A university degree in mining engineering or mining geology or in an appropriate related engineering discipline is required. Previous experience in other mines is an asset.



Geologist

Are you a problem solver? Are you interested in kimberlite geology and diamond production? Are you interested in the issues and concerns specific to geology and mining in the North?

Geologists work in a variety of roles, supporting mine development and design, ground control and production scheduling and forecasting.

What skills and experience will you need?

- Experience in underground mining as a geologist;
- Experience with kimberlite geology and diamond production;
- Knowledge of underground support design, permafrost drilling procedures and safety;
- Strong understanding and ability to work cross-culturally;
- Experience in underground mapping, resource reconciliation, and geotechnical systems;
- Working knowledge of applications such as Gemcom, AutoCAD and Microsoft Office Suite;
- Ability to prepare accurate records and reports; and,
- Ability to communicate well, both orally, and in writing.

What education and training will you need?

This position requires a university degree in geology or geological engineering plus previous successful experience at a similar level in other mining operations. The Chief Geologist must also be eligible for registration with the Northern Association of Professional Engineers, Geologist and Geophysicists (NAPEGG).



Engineer

Are you a problem solver? Are you interested in underground mining and engineering? Do you communicate well? Do you have a 'take charge' attitude? Are you interested in the issues and concerns specific to mining and engineering in the North? Do you work well under pressure?

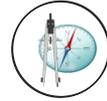
Engineers perform a variety of roles a, including the mine design and ongoing operations, but may also include expansions or renovations of different facilities.

What skills and experience will you need?

- Successful progressive experience in mining in a professional capacity;
- Strong understanding and ability to work cross culturally;
- Ability to prepare accurate records and reports;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization;
- Experience in coordinating the activities of others; and,
- Familiarity with the Mine Safety Act.

What education and training will you need?

A university degree in mining engineering or in an appropriate related engineering discipline is required. The Chief Engineer must also be eligible for registration with the Northern Association of Professional Engineers, Geologists and Geophysicists (NAPEGG). Previous experience in other underground mines is an asset.



Surveyor

Do you like math? Are you interested in mapping? Do you enjoy working with different measuring instruments and equipment? Do you like working outdoors?

The Surveyor is responsible for surveying development and diamond drilling, as well as surface construction projects.

What skills and experience will you need

- Possess strong analytical, organizational and interpersonal skills;
- Ability to use instruments and equipment in a precise and accurate manner;
- Ability to prepare accurate records and reports;
- Ability to work with minimal supervision;
- Ability to communicate well, both orally and in writing;
- Accurate mathematical ability;
- Good manual skills, eye-hand coordination, and sight and hearing work to work with instruments and to communicate in the field using voice or hand signals; and,
- Ability to visualize objects, distances, sizes and other abstract forms and plot surface features of a region on maps and field sheets.

What education and training will you need?

Surveyors require a technical school diploma with previous surface and underground survey experience, preferably gained at an operating mine.



Safety, Health & Environment



Manager, Safety, Health & Environment

Are you interested in occupational health and safety and protection of the environment? Are you safety-conscious? Do you enjoy working with others? Are you interested in mining and diamond production? Do you pay close attention to detail?

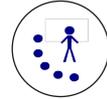
The Manager of Safety, Health & Environment is responsible for overall health and safety and environmental protection at the mine site. This includes adherence to all environmental licenses and regulations, adherence to mine and workplace safety and health standards and regulations.

What skills and experience will you need?

- Ability to work conscientiously and pay attention to details;
- Knowledge in the area of safety is necessary;
- Mine related experience is preferred; and,
- Constant safety awareness combined with an ability to recognize, and a refusal to accept, unsafe practices are prime requirements.

What education and training will you need?

A university degree in environmental sciences or in an appropriate related discipline is required. Previous experience in other mines is an asset.



Superintendent, Safety & Health

Are you interested in occupational health and safety? Are you safety-conscious? Do you enjoy working with others? Are you interested in underground mining and diamond production? Do you pay close attention to detail?

The Superintendent, Safety & Health is responsible for safety training and monitoring the adherence of workers to safe work standards and methods through site inspections, planned job observations, etc. He/She is not responsible for enforcing safety directly but through the worker's supervisors. He/She works closely with the site occupation health and safety committee.

What skills and experience will you need?

- Previous experience as Safety Coordinator, preferably in a mine environment;
- Ability to work conscientiously and pay attention to details;
- Knowledge in the area of safety is necessary; underground mine related experience is preferred; and,
- Constant safety awareness combined with an ability to recognize, and a refusal to accept, unsafe practices are prime requirements.

What education and training will you need?

Completion of Grade 12 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Formal training as a safety professional would be an asset.



Safety & Health Coordinator

Are you interested in occupational health and safety? Are you safety-conscious? Do you enjoy working with others? Are you interested in underground mining and diamond production? Do you pay close attention to detail?

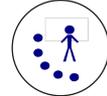
The Safety & Health Coordinator is responsible for safety training and monitoring the adherence of workers to safe work standards and methods through site inspections, planned job observations, etc. He/She is not responsible for enforcing safety directly but through the worker's supervisors. He/She works closely with the site occupation health and safety committee.

What skills and experience will you need?

- Previous experience as Safety Coordinator, preferably in an underground mine environment;
- Ability to work conscientiously and pay attention to details;
- Knowledge in the area of safety is necessary; underground mine related experience is preferred; and,
- Constant safety awareness combined with an ability to recognize, and a refusal to accept, unsafe practices are prime requirements.

What education and training will you need?

Completion of Grade 12 is required for this position, however a demonstrated ability to read and understand instructions, and related experience would be acceptable. Formal training as a safety professional would be an asset.



Superintendent, Environment & Permitting

Are you interested in environmental sciences? Do you like working outdoors? Are you well organized? Are you familiar with the environment issues and concerns that are specific to the North?

The Superintendent, Environment & Permitting is responsible for coordination of environmental monitoring programs and reporting, including data assimilation, budgeting, developing work plans, scheduling and implementation.

What skills and experience will you need?

- Experience with project management and assessment;
- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong-understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization; and,
- Experience in coordinating the activities of others.

What education and training will you need?

This position requires a university degree in a related area, such as environmental science. At least four years experience in environmental practices and assessment, preferably at a similar operation, is also required. An equivalent combination of education and experience may be accepted.



Environmental Coordinator/Technician

Are you interested in environmental sciences? Do you like working outdoors? Do you work well both independently and as part of a team? Are you well organized? Are you familiar with the environment issues and concerns that are specific to the North?

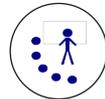
The Environmental Coordinator is responsible for coordination of environmental monitoring programs, including data assimilation, budgeting, developing work plans, scheduling and implementation.

What skills and experience will you need?

- Experience with project management and assessment;
- Successful experience supervising workers;
- Ability to apply basic principles and techniques of supervision;
- Ability to prepare accurate records and reports;
- Strong-understanding and ability to work cross-culturally;
- Ability to identify, analyze and solve problems;
- Ability to communicate well, both orally and in writing;
- Experience in organization; and,
- Experience in coordinating the activities of others.

What education and training will you need?

This position requires a university degree in a related area, such as environmental science. At least four years experience in environmental practices and assessment, preferably at a similar operation, is also required. An equivalent combination of education and experience may be accepted.



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