



JOB OFFER

COORDINATOR – MANAGEMENT CONTROL **JOB POSTING NUMBER: DIR18-02**

EMPLOYMENT STATUS : PERMANENT	NUMBER OF JOB OPENING : 1
DEPARTMENT : ADMINISTRATION SITE	PLACE OF WORK : NUNAVIK
WORK SCHEDULE : The normal work schedule is on a rotation of 4 paid weeks: 2 weeks worked (77 hours per week, 7 days a week) followed by 2 weeks of rest.	
DEADLINE TO APPLY : DECEMBER 25 TH , 2018.	

SUMMARY OF RESPONSIBILITIES

Reporting to the director of management control, the coordinator – management control must be able to perform the following tasks :

- Help coordinate the implantation and monitoring of the annual operating budget (OPEX and CAPEX);
- Follow up with departments heads on management and control of their budget (OPEX and CAPEX);
- Maintain and enhance a cost monitoring and reporting system;
- Participate in the implantation of a cost management culture;
- Establish and report key performance indicators and financial statistics for operations;
- Generate routine cost monitoring reports to control the budget;
- Challenge the departments on their budget estimates and their spending habits;
- Perform financial analyses to identify opportunities to save money and generate revenue;
- Conduct internal financial audits;
- Participate in the development of a lifespan plan for the mine;
- Participate in the management of financials risks (insurance, optimizing the use of equipment).
- If necessary, he perform all other tasks requested by the supervisor

REQUIREMENTS

- Bachelor degree in accounting;
- Should have CPA accountant title or in process of getting one;
- Have a minimum of 2 years of experience in such a role;
- Have experience in the mining industry (including mines and concentrators);
- Demonstrate good communication skills;
- Good knowledge of MS Office Suite;
- Bilingualism mandatory (English, French).

SKILLS SOUGHT

- Resourceful, dynamic, independent and results-oriented;
- Ability to work within a multidisciplinary and multicultural team;
- Great adaptability, openness and flexibility;
- Recognized sense of planning and organization;
- Must be at ease with Excel;
- Cares about offering good customer service.

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter before 4 p.m. **December 25th, 2018** by e-mail to

emplois@canadianroyalties.com

Only those selected for an interview will be contacted.