



# Employment Opportunity

Kamloops | Cache Creek | Ashcroft | Merritt | Surrounding Areas



**Looking for work? Cantex has opportunities for you!**



## Job Posting - Administrative Assistant,

### Mining Operations

#### About Cantex Mining Services

Cantex Mining Services is a leading civil and mining construction company, proudly 100% Indigenous-owned and headquartered in British Columbia. We are a subsidiary of K'en T'em Limited Partnership, whose limited partners are the eight Participating Bands of the Citxw Nlaka'pamux Assembly: Ashcroft Indian Band, Boston Bar First Nation, Coldwater Indian Band, Cook's Ferry Indian Band, Nicomen Indian Band, Nooaitch Indian Band, Shackan Indian Band, and Siska Indian Band.

#### Role Overview

The Site Administrative Assistant provides on-site administrative and coordination support to the Project Superintendents and the Project Team Manager at the mining operation. This is a safety-sensitive position that requires strict adherence to site safety standards, policies, and procedures. The role plays a key part in ensuring accurate documentation, effective communication, and smooth coordination across departments.

**Employment Type:** Part-Time, Temporary

**Compensation:** \$24.00 to \$30.00 Hourly, determined on experience and qualifications

**Schedule:** Monday to Friday, 20 hours a week, fluctuations as required

**Location:** Logan Lake Area

**Perks and Benefits:** Extended Health and Dental (Contingent on probation review and length of project)

#### Why Cantex

Cantex is recognized for its unwavering commitment to quality, safety, and operational excellence. Our experienced management team, skilled professionals, and fully trained workforce are dedicated to delivering high-performance projects on time and on budget.

As an Indigenous-owned enterprise, Cantex is deeply committed to advancing economic development and creating meaningful opportunities within our communities. We believe in building a strong future by fostering long-term prosperity and sustainable growth for the generations to come.

**Please Note:** This is not a camp provided site. Employees are required to be from the region & find their own accommodations for this local hire project.

## **Key Responsibilities**

- Provide administrative support to the project superintendent
- Maintain records, reports, timesheet reporting, and documentation.
- Manage correspondence, filing systems (electronic and physical), and data entry
- Handle confidential and sensitive information with discretion
- Assist with tracking and distribution of project-related files
- Comply with all site safety rules, procedures, and safe work practices
- Participate in safety meetings, toolbox talks, and required training

## **Skills and Abilities**

- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- High level of professionalism and confidentiality
- Comfortable working in a safety-sensitive, industrial environment
- Strong coordination and follow-up skills

## **Qualifications**

- Previous experience in an administrative role, preferably in mining, construction, or industrial environments
- Experience supporting safety or project teams is considered an asset
- Strong organizational skills with attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Ability to manage multiple priorities in a fast-paced site environment
- Ability to work on-site in a mining environment
- Must meet site access and fitness-for-duty requirements
- Willingness to comply with drug & alcohol testing and other safety-sensitive policies
- Valid driver's license required

## **To Apply**

Please submit your resume detailing your relevant experience to [HR@cantexminingservices.ca](mailto:HR@cantexminingservices.ca). We look forward to welcoming a new team member who is ready to contribute to our team and help Cantex achieve continued success.



Cantex Mining Services is an equal opportunity employer.

Cantex Mining Services is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. In alignment with Section 42 of the BC Human Rights Code; A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nte?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Cantex Mining Services respects the privacy of all applicants and the confidentiality of personal information.