



Victoria Gold Corp. (“Victoria”) is a mining company with an Executive team that is experienced in developing and operating mines in an environmentally and socially responsible manner. Victoria’s Eagle Gold Mine poured its first gold in September 2019 and declared commercial production at the end of Q2 2020. Future and current mines, like Eagle Gold, will be a strong contributor to the Yukon and its citizens for many years to come. www.vgcx.com

Victoria is looking to hire the position(s) outlined below for our **Eagle Gold Mine** located in Yukon:

Site Services Planner

Under the direction of the Site Services Manager, the Site Services Planner is responsible for development of the Site Services Plan and ensuring that Site Services tasks are optimized to achieve equipment performance.

Also responsible for delivering against performance targets and assigning resources to ensure work schedules and plans are fulfilled on time using available software. This position will also drive initiatives to optimize existing processes, practices, and equipment performance to improve cost and meet production goals.

This position will work a rotational basis, two weeks on-site with two weeks of leave (2x2). Responsibilities will include but are not limited to:

Main Tasks and Responsibilities:

- Conduct Planning and Scheduling activities safely and in accordance with Pronto Work Management processes, and adheres to relevant regulations, laws, standards and operating procedures.
- Ensure equipment servicing is scheduled in accordance with intervals and standards and servicing is performed timely.
- Identify, order or schedule resources required for planned tasks, including parts, equipment, materials, tools, procedures, documents and external resources.
- Prepare, maintain and update job plans for the planned tasks.
- Assist in invoice reviews and payment approvals.
- Create Purchase Requisitions.

Qualifications and Knowledge

- Proof of being fully vaccinated for COVID-19;
- Detailed knowledge of Equipment and job planning and scheduling, preferably in a mining environment.
- Experience and knowledge of predictive and preventive maintenance processes and practices.

Key Competencies / Skills

- Minimum of three to five years of experience in Planning & Scheduling.
- Proven ability to operate independently and in small multi-discipline teams, demonstrated leadership skills, and be self-motivated.
- Strong interpersonal and communication skills required.
- Strong time management skills required.
- Intermediate to Proficient computer skills, spreadsheets (Microsoft Office, Microsoft Outlook).
- Valid Driver’s License.
- Ability to obtain and maintain a Valid Yukon Supervisor’s Certification within 3 months of employment.



Victoria Gold Corp. offers a competitive compensation and benefits package. If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume with the reference headline "Process Planner" to the following email address: greatpeoplework@vgcx.com