



UG Mobile Maintenance Clerk

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:

UG Mobile Maintenance Clerk

Position Description:

The UG Mobile Maintenance Clerk provides administrative and systems support to the Underground Mobile Maintenance team, ensuring accurate work order management, data entry, and reporting within SAP. This role is critical to maintaining equipment reliability, supporting maintenance planning, and ensuring timely and accurate documentation of maintenance activities.

Responsibilities:

- Create, update, and close work orders in SAP in a timely and accurate manner.
- Maintain equipment records, service histories, and maintenance documentation.
- Enter labour, parts, and downtime data to support maintenance tracking and reporting.
- Assist with planning activities by preparing job packages, tracking backlog, and supporting weekly schedules.
- Generate regular reports on equipment performance, work order status, and maintenance KPIs.
- Support inventory coordination by tracking parts usage and assisting with requisitions.
- Communicate with supervisors and trades to ensure accuracy of maintenance records and completion of required documentation.
- Ensure compliance with company procedures, data integrity standards, and audit requirements.
- Assist with onboarding documentation, time entry support, and general administrative duties for the maintenance team.
- Other duties as required and assigned.



Qualifications:

- High school diploma or equivalent required.
- Diploma or certificate in Office Administration, Business, or a related field preferred.
- Minimum 2–3 years of administrative experience in a maintenance, industrial, or mining environment.
- Working knowledge of SAP (PM module preferred).
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Experience with maintenance systems, work order management, and reporting is an asset.
- Strong attention to detail and organizational skills.
- Ability to manage multiple priorities in a fast-paced operational environment.
- Effective communication and teamwork skills.

What We Can Offer You

- Base salary range from \$75,000 to \$100,000 per year, depending on experience and qualifications.
- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities

- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.
- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**If you are interested in this position, submit your resume to careers@hemlomining.com.
Be sure to include the position you are applying for in the subject line.**

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

Thank you for your application; however, only those selected for an interview will be contacted.