



JOB OPPORTUNITY: CAMP OPERATIONS ASSISTANT

POSITION SUMMARY: The Camp Operations Assistant assists the Camp Supervisor and Site Manager with daily operations of the Palmer Project Camp located near Haines, Alaska. This is a full-time position for the 2023 exploration season, approximately May to October.

KEY RESPONSIBILITIES:

- Assist the camp supervisor to ensure smooth running of the of the residential camp.
- Conduct flight following and safety tracking of personnel in the field.
- Assist with camp logistics, such as transportation arrangements, and camp setup.
- Keep track of supplies and equipment, including inventory management, ordering, and organizing.
- Provide administrative support, including data entry, record keeping, and report preparation.
- Maintain a safe and clean work environment in accordance with health and safety regulations.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High-school diploma required, with a bachelor's degree preferred.
- 2-5 years' experience in a similar role preferred; exploration or mining experience a plus.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent communication skills and interpersonal skills.
- Strong computer skills, including proficiency in Microsoft Word and Excel.
- Ability to be flexible and adapt to a dynamic work environment.
- Strong organizational skills.
- Ability to safely lift and move core boxes (up to 50 lbs) repetitively and work in a remote camp setting.
- Proactive and collaborative attitude, committed to working in a team environment based on respect, trust and accountability in pursuing shared goals.
- Mindset that factors personnel safety, environmental protection, and community commitment into every decision and action.
- Self-motivation with good attention to detail.
- Valid driver license with clean driving record.
- All new employees must pass a background check.
- Valid standard first aid certification a plus.

SCHEDULE: Work hours generally begin at 7:00 AM; schedule and rotations to be discussed.

PAY RATE: We offer competitive wages dependent upon experience and qualifications.

LOCATION: Palmer Project camp near Haines, Alaska (7.5 Mile Porcupine Road). Camp accommodation and meals are provided. Additional consideration for daily commuting may be available to residents of the Chilkat Valley on an individual basis.

Qualified applicants interested in joining our dynamic team are encouraged to submit an application or cover letter and resume with **Camp Operations Assistant** in the subject line to:

careers@constantinemetals.com

Applicants may also deliver their documents
in-person: 120 2nd Ave North, Haines, AK **OR** by mail: P.O. Box 315 | Haines, AK | 99827

While we thank all candidates for their interest, only those selected for an interview will be contacted.