

AC Technician

The AC Technician installs, services, and repairs heating and air conditioning systems in residences and commercial establishments.

Responsibilities.

- Repair or replace defective equipment, components, or wiring.
- Reassemble and test equipment following repairs.
- Assist with other work in coordination with repair and maintenance teams.
- Install, connect, and adjust thermostats, humidistats and timers, using hand tools.
- Assemble, position and mount cooling equipment, following blueprints.
- Study blueprints, design specifications, and manufacturer's recommendations to ascertain the configuration of heating or cooling equipment components and to ensure the proper installation of components.
- Cut and drill holes in floors, walls, and roof to install equipment, using power saws and drills.
- Measure, cut, thread, and bend pipe or tubing, using pipefitter's tools.

Qualifications

- Secondary Technical Diploma (Electrical/AC).
- Minimum 3 years of maintenance experience.
- Experience with de-montage unit, montage unit, trouble shoot and installation of units
- Experience with Welding (silver solder)
- Able to draw: tube diagram, wire diagram
- Understanding of climate control
- Big Hvac Knowledge
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Capital Project – Surface Support
- General Services – Camp Support

Administrative assistant Total Rewards

The Administrative Assistant is responsible for providing administrative support to ensure the efficient and effective operation of the department and its related activities. This includes performing clerical tasks, supporting the HR department, handling data entry for study allowance records, assisting with insurance-related documentation, and delivering general administrative support for Total Rewards projects and daily activities. This will allow us to maintain operational continuity, particularly in areas requiring timely data handling and employee support.

Responsibilities.

- Receive, verify and enter the data for study allowance
- Assist with insurance related documentation
- Perform general administrative duties as assigned.
- General administrative support for Total Rewards projects and daily activities

Qualifications

- Completion High School VWO/HAVO/IMEAO or equivalent
- 2 – 4 years of office, clerical experience
- Intermediate software skills (Word, PowerPoint, Excel)
- Strong writing and editing/proofreading skills with a focus on accuracy and detail
- Ability to communicate effectively in English and Dutch

Administrative assistant mill

The administrative assistant provides administrative support and ensure the efficient and effective functioning of the department and related activities. Provide clerical support and act as liaison between employees and management and other mine site departments in areas of vacation coordination and scheduling of crew meetings. And act as the departmental contact person.

Responsibilities.

- Provide administrative support; daily work schedules and meeting schedules
- Coordinate communication and maintain the organization of the office.
- Establish and keep current office files and safeguard the confidentiality of those files and records
- Ensure quality of all communications
- Enter data and produce reports relating to production.
- Enter data relating to staff and maintain records.
- Produce end-of-month reporting statistics on safety, maintenance, and production.
- Perform general administrative duties as assigned.

Qualifications

- Completion High School VWO/HAVO/IMEAO or equivalent
- 2 – 4 years of office, clerical experience
- Intermediate software skills (Word, PowerPoint, Excel)
- Strong writing and editing/proofreading skills with a focus on accuracy and detail
- Understanding of mining terminology and processes
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Assistant Cook

A Cook assistant is responsible and accountable for the preparation of all food in the production kitchen assigned to them under supervision is received from a Cook.

Responsibilities.

- Assists in supervision and instruction of Kitchen Helpers, as necessary.
- Prepares or assists in preparation of complete meals - preparing and cooking soups, meats, gravies, vegetables, Pastry etc.
- Acts as Assistant to Cook in preparation, cooking, and distribution of food.
- Assists in menu planning and recipe development, utilizing standard metric recipes, testing products and tasting panel.
- May be responsible for checking supplies and groceries received from Store.
- May assist in serving special function meals or cafeteria food service.
- Assists in the cleaning of kitchen area and general maintenance of equipment and inventory control.
- May be required to prepare complete meal for a small group of persons.

Qualifications

- Minimum of Mulo/LBO diploma
- Certificate hospitality training (SHTTC) or similar
- A minimum of two years' experience and in-service training as a Cook in high volume kitchens handling quantity cooking;
- Completion of a Food Safety course in cooking and some experience in supervising staff;
- Or an equivalent combination of training and experience approved by an Executive Chef and/or Camp General Manager;
- Understanding the importance of health and hygiene
- A great team player
- To possess sufficient language skills to understand the tasks at hand
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Camp Management Kitchen

Bushcutter, Mine Operations

The Bushcutter supports the faller with cleanup of branches to ensure good access to trees for felling.

Responsibilities.

- Responsible for cleanup of area to let the faller safely fell of trees
- Assist in checking which direction a tree shall fall
- Clearing vegetation using a variety of tools and equipment and Operating and maintaining bush cutting machinery
- Functions as a spotter to notify faller of branches falling of tree while felling it
- Sharpens the chain of the chainsaw
- Supports with the transport of the fuel and other tools
- Functions as a buckler and cuts felled logs in pieces
- Tag unsafe trees with high-visibility ribbons
- Performs traffic control and flagging activities as needed; follows safety rules and regulations on all work zone and flagging sites, including placing signs, barricades, traffic cones and other warning devices
- Works according to the BC Faller standard to perform bucking activities
- When there is no falling job, bush cutters accept to perform other tasks as per competencies.

Qualifications

- Technical school diploma (LTS/LBO)
- Qualified buckler (BC standard)
- Minimum of 3 years' experience in a mine production environment
- Safe and efficient operation of chainsaw and equipment according to standard operating and safety procedures when bucking
- Inspecting, servicing and maintaining chainsaw and equipment according to standard operating and safety procedures
- Proper use of traffic signing for road maintenance and flagging procedures
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mine Ops. - Bush Cutting

Bushcutter

The Bushcutter is responsible for maintaining and clearing vegetation and cleanup of branches based on the work area.

Responsibilities.

- Responsible for cleanup of area to let the faller safely fell of trees
- Assist in checking which direction a tree shall fall
- Clearing vegetation using a variety of tools and equipment and Operating and maintaining bush cutting machinery
- Functions as a spotter to notify faller of branches falling of tree while felling it
- Sharpens the chain of the chainsaw
- Supports with the transport of the fuel and other tools
- Functions as a buckler and cuts felled logs in pieces
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- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mine Ops. - Bush Cutting
- Capital Projects – Surface Support

Camp Support Attendant

The Camp Support Attendant provides services as required by the job description, under the direction of the supervisors and as the situation on site dictates to make life more comfortable for those living and working on site.

Responsibilities.

- Cleans and empties garbage bins around Camp
- Landscaping: mows the lawn, cuts the grass, takes care of plants
- Cleans and sweeps the sidewalks and other facilities in Camp
- Collects all garbage from the Housing and dumps in green container
- Cleans empty water container and makes ready for shipment
- Distributes Housing Supplies to the work areas
- Reports to Supervisor if something is broken or damaged.
- Carries out other tasks assigned by the supervisor
- Completes inspection sheet.
- Operates RGM light vehicles (Truck, UTV) on site.
- Has knowledge of all the Camp Support activities.
- Supervises Camp Support activities in absence of the supervisor.
- Carries out other tasks assigned by the supervisor.

Qualifications

- Junior Secondary Diploma.
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

TECHNICAL LEVEL REQUIREMENTS

Level 3	Level 2	Level 1
2 years related experience	Completion of inspection sheet	Supervise the Camp Support activities in absent of the supervisor
	A valid Suriname Drivers' license is required	Knowledge of all the Camp Support activities
	4 years related experience	Completion of inspection sheet
		6 years related experience.

Camp Support Planner, Camp Management Support

The camp support planner is responsible for planning, produce, and monitor compliance of Camp Support programs and schedules for all camp-related services. Provide direct administrative and project management support to the Camp Support Foremen and act as liaison between employees and other departments in areas of data compilation, timekeeping, training schedules, procurement requests, and reporting.

Responsibilities

- Develop job plans for work requests that meet established planning criteria.
- Ensure all materials, supplies, and services required are available prior to scheduling.
- Confirm tools, permits, and contractors (if required) are in place before execution.
- Monitor actual camp support activities against plans and ensure objectives are met; follow up on incomplete requests.
- Classify work requests under a priority system and track backlog trends; communicate updates to Foremen.
- Maintain accurate equipment, facilities, and service histories.
- Prepare weekly, monthly, quarterly, and annual forecasts of camp support activities.
- Coordinate with operators, vendors, technical support, and management during the planning process.
- Develop, publish, and update visual timelines for camp support projects.
- Provide costing and budget support; track costs, manage transfers, and reconcile contractor invoicing.
- Liaise with suppliers regarding inventory and consumables.

Qualifications

- High School Diploma (NATIN) with relevant post-secondary training and/or equivalent combination of planning and administrative experience.
- MBO (Secondary Vocational Education) with specialization in Administration, Logistics, Planning, or Facility Management.
- Minimum 5 years' experience in administration, logistics, project management, or mining industry support functions.
- Intermediate knowledge of office systems and software (Word, Excel, Oracle, etc.).
- Strong organizational and record-keeping skills.
- Ability to communicate effectively (oral and written) with staff, contractors, and management.
- Knowledge of project management, operations, and related processes.
- Ability to prioritize, multitask, and meet deadlines.
- Team-oriented, courteous, and detail-focused.

Applicable Departments

- Camp Management Support

Carpenter

Responsible for construction, repairs and maintenance of structural woodwork and other woodwork/concrete structures within the company, requiring the use of standard carpenter tools and power driven woodworking machinery.

Responsibilities

- He/she performs major and minor repairs to buildings, bridges, docks and ramps in order to renovate, rehabilitate and maintain physical facilities in accordance with plans supplied by foreman
- Erects scaffolding to adequately facilitate construction work at various heights
- Built and construct according to the design, layout and blueprints
- Repairs and maintains doors, floors, windows, partitions, ceilings, and exteriors of buildings; builds and installs door and window framing
- Builds wooden structures such as partitions, building, office additions, fences, and scaffolds and does sheeting and rough carpentry on the buildings
- Performs hand and bench work in carpentry work shop; operates planers, joiners, drill presses, power saws, sanders, and other woodworking machinery
- Repairs and maintains hand tools, saws, and other carpentry tools; installs locks, door knobs, and other building hardware

Qualifications

- Completed technical education (carpentry)
- Knowledge of carpentry trade - the principles, techniques and methods
- Draw up, understand and interpret blueprints and sketches
- Know everything about the tools and equipment's use
- Thorough knowledge of all the materials required and used in carpentry tasks and keep up to date with the new products
- Have a cost estimate of all these materials as well
- Fit to work in this field
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- General Services – Camp Support
- Capital Projects – Surface Support

Administrative Assistant

The administrative assistant provides administrative support and ensure the efficient and effective functioning of the department and related activities. Provide clerical support and act as liaison between employees and management and other mine site departments in areas of vacation coordination and scheduling of crew meetings. And act as the departmental contact person.

Responsibilities.

- Provide administrative support; daily work schedules and meeting schedules
- Coordinate communication and maintain the organization of the office.
- Establish and keep current office files and safeguard the confidentiality of those files and records
- Ensure quality of all communications
- Enter data and produce reports relating to production.
- Enter data relating to staff and maintain records.
- Produce end-of-month reporting statistics on safety, maintenance, and production.
- Perform general administrative duties as assigned.

Qualifications

- Completion High School VWO/HAVO/IMEAO or equivalent
- 2 – 4 years of office, administrative experience
- Intermediate software skills (Word, PowerPoint, Excel)
- Strong writing and editing/proofreading skills with a focus on accuracy and detail
- Understanding of mining terminology and processes
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Commissary Attendant

The Commissary Attendant provides services as required by the job description, under the direction of the supervisors and as the situation on site dictates to make life more comfortable for those living and working on site.

Responsibilities

- Daily sales Commissary and Bar.
- Cashes reconciliation, deposits daily Revenues, and submits Cash and On Account Sales Report.
- Receives incoming goods.
- Controls Inventory activities.
- Refills Pina Hut Stock.
- Prepares weekly purchase order.
- Delivers Commissary items to department / location as per request.
- Keeps storage and bar clean: Proper Housekeeping.
- Monitors and maintains Pool and Fuss table attributes.
- Operates RGM light vehicles on site.
- Carries out other tasks assigned by the supervisor.

Qualifications

- Completion High School VWO/HAVO/IMEAO or equivalent
- Minimum of 3 years related work experience
- Intermediate software skills (Word, PowerPoint, Excel)
- Excellent organizational skills, detail-oriented.
- Must be able to handle a high level of confidentiality.
- Understanding the importance of health and hygiene
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch.

Compactor Operator

The Compactor Operator is mainly responsible for compacting material on roadway and dam construction. He or she is professional is conscientious and alert at all times with courtesy and respect for the safety of other workers and area users is clearly demonstrated.

Responsibilities.

- He or she operates auxiliary equipment ensuring safe, efficient and productive operation.
- Inspects equipment to ensure safe and correct condition and operation.
- Operates according to RGM's identified best practices.
- Collaborates / Cooperates with Supervisor to ensure production flow is uninterrupted and optimized.
- Makes every reasonable effort to maintain the continuity of operations and improve the economics of RGM.
- A heavy equipment operator who recognizes changing conditions and adjusts operation accordingly.
- Prepares daily equipment condition report.
- Responsible for working area and maintains a clean and safe environment. (Demonstrates LEADERSHIP)
- Assists in other areas than the compactor if required. (e.g. pit clean up, tailing pound, the mill, road maintenance)

Qualifications

- Completion of Technical school education MULO/LTS/ LBGO or equivalent
- Must be able to read and write and demonstrate understanding of basic mathematics.
- Valid National Driver's License
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Assistant Cook

The Cook is responsible and accountable for the preparation of all food in the production kitchen assigned to them. Supervision is received from a Lead Cook and the incumbent that may have supervisory responsibilities over Kitchen Helpers.

Responsibilities.

- Assists in supervision and instruction of subordinate Assistant Cooks and Kitchen Helpers, as necessary.
- Prepares or assists in preparation of complete meals - preparing and cooking soups, meats, gravies, vegetables, etc.
- Acts as Assistant to Sous Chef in preparation, cooking, and distribution of food.
- Assists in menu planning and recipe development, utilizing standard metric recipes, testing products and tasting panel.
- Maybe assigned to take charge of a shift in absence of, by, Sous Chef or an Executive Chef.
- May be responsible for checking supplies and groceries received.
- May assist in serving special function meals or cafeteria food service.
- May prepare special menu items.
- Assists in the cleaning of kitchen area and general maintenance of equipment and inventory control.
- May be required to prepare complete meal for a small group of persons.
- Performs other related duties as assigned by Sous Chef or Executive Chef.

Qualifications

- Minimum of Mulo/LBO diploma
- Certificate hospitality training (SHTTC) or similar
- A minimum of three years' experience and in-service training as a Cook in high volume kitchens handling quantity cooking;
- or completion of a Culinary and Food Safety course and some experience in supervising staff;
- or an equivalent combination of training and experience approved by an Executive Chef and the Camp General Manager
- Basic Computer Skills is an asset
- Completion of a Food Safety course in cooking and some experience in supervising staff
- Understanding the importance of health and hygiene
- A great team player
- To possess sufficient language skills to understand the tasks at hand
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch.

Applicable Departments

- Camp Management Kitchen

Coreshack Helper/Splitter

The Splitter split the core using saw-machines or hydraulic splitter.

Responsibilities.

- Lay out the core on the tables, manipulate and clean the core boxes
- Write sample ID numbers on the plastic bags, and attach the corresponding label
- Write on the box cover the information: Hole ID, Box number, From-To meters
- Split the core following the geologist marks
- Put half of the core sample in the bags, and the other half back in the box following procedure in place
- Moving the boxes in the core-rack when the core is split
- Taking core pictures
- Tight the sample bags for the laboratory
- Clean-up the inside the core rack and all around

Qualifications

- Junior high school diploma (MULO/LTS/LBO)
- Minimum of 3 years' experience in a mine production environment
- Experience with the safe and efficient operation of saw-machines and tools according to standard operating procedures
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mine Exploration

Crusher Helper

The Elrus Crusher Helper supports the Elrus Crusher Operator to ensure safe operation of the crusher plant.

Responsibilities.

Supporting the Elrus Crusher Operator to ensure efficient and safe production of different sizes of aggregate.

- Responsible for safety in and around the aggregate plant area by conducting toolbox meetings, slams, JHA's, following tag out / lock out procedure and managing traffic coming in and out and around the area.
- Responsible for efficient handling in crushing process.
- Responsible for basic maintenance of the aggregate plant by greasing bearings around jaw crusher every day.
- Walk around inspections by visual preventive maintenance every thirty (30) minutes looking for critical locations for blocked areas.
- Responsible for general housekeeping around the aggregate area by picking up debris, clean up waste around crusher before end of shift, putting away tools and throwing away garbage in the designated waste bins.
- Function as backup crusher operator.

Qualifications

- Completed technical education LBO/LTS or Equivalent
- Demonstrate understanding of basic mathematics
- Minimum 3 years' experience in a mine production environment.
- Knowledge of workplace safety requirements and procedures
- Knowledge of equipment cleaning standards and procedures
- Demonstrate safe, efficient and productive operation
- Ability to communicate in English and Dutch

Dozer Operator

The Dozer operator is responsible for supporting all kinds of production activities, bush clearing, and road construction.

Responsibilities.

- He or she assist loading units with clean-up activities of the floor to ensure effective and efficient movement of the haul trucks
- Assist loading unit in maintaining correct level of the bench and assist in loading
- Make new roads in the mine and assist during maintenance of existing roads
- Push ore at the feeder, Push ore at the coarse ore stock pile
- Build stock piles
- Perform bush clearing activities
- Assist with towing activities of other mine equipment
- Load dozer on the tow haul
- Prepare drill pattern
- Make slopes, road/area capping, make ramps, ripping of bench floor and toes and build berms

Qualifications

- Completion of Technical school education LTS/ LBGO or equivalent
- Minimum 2 years' experience in similar job
- Valid National Driver's License
- Knowledge of safe operation
- Understand techniques to minimizing push distance
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Drill and Blast Helper

A Drill and Blast Helper is responsible for collecting bore holes cuttings for assay laboratory analysis to provide data to the geology department for grade control purpose. He or she is a professional who is conscientious and alert at all times.

Responsibilities.

- He or she samples blast holes cuttings ensuring sample quality is maintained and identification of each sample is accurately recorded. Works according to RGM's identified best practices.
- Measure drill holes depth to ensure accuracy according to design.
- Guides the drill operator to ensure the holes accurately and the drill moves safely.
- Assists the driller to change bits, hammer, and other drill tools.
- Ensures drill oil, water and other supplies are organized and available.
- Cleans the drill and maintains a clean and safe working environment. Responsible for working area and maintains a clean and safe environment. (Demonstrates LEADERSHIP)
- Assists in other areas than the drill if required. (E.g. blasting, loading, stemming, emulsion plant.)

Qualifications

- Completed technical education NATIN/LTS or Equivalent
- Demonstrate understanding of basic mathematics
- Demonstrate ability to maintain a safe work environment and caution on drill patterns.
- Knowledge of the safe and proper handling of explosives.
- Knowledge and understanding of the use of a tape measure.
- Knowledge of the use of the fire extinguisher and fire suppression systems.
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Drill and Blast Technician, Mine Ops. – Drill & Blast

The Drill & Blast Technician functions as QAQC Controllers and are responsible for the direct daily inspections and control of the drilling and loading activities to improve quality. Control checks on the quality of drill pad preparation. Ensuring the provision of quality blast holes to the loading crew. Quality control of loading and stemming activities to ensure that holes are loaded to design specifications. Carrying out control checks of the quality of bulk explosives. Provide quality checks for both day and night shifts.

Responsibilities.

Key Area: Quality Assurance (QA)

- Perform quality control checks, maintain QA/QC documentation with full integrity, and ensure timely reporting of any deviations.
- Coordinate between drill & blast engineers, the loading crew, and RGM drilling to ensure alignment with the mine plan.
- Ensure blast holes and markers are protected and undisturbed; take corrective action where necessary.
- Verify drill pad clean-up standards using checklists and enforce corrective measures for non-compliance.
- Conduct QC measurements on drill holes, including depth, XY position, and stemming, ensuring all fall within tolerance.
- Oversee and report on charging operations, including stemming heights, charge volumes, and product densities, taking immediate corrective action if standards are not met.

Key Area: Quality Control (QA)

- Collect and report post-blast data (photos, videos, observations), including fly rock incidents and vibration monitoring.
- Conduct post-blast inspections to compare plan vs. actual parameters and analyze floor compliance.
- Provide statistical reports on compliance for hole depth, XY positioning, and stemming.
- Identify poorly blasted areas and collaborate with engineers for redesign recommendations.
- Monitor and report fragmentation performance, tabulate dig rates, and follow up on unblasted or underperforming pads.
- Track and report results of blast trials and document all blast-related data for performance evaluation.

Qualifications

- Diploma in Mining from NATIN or AMTO.
- Minimum of 5 years' experience in open-pit mining, with a focus on Drill & Blast operations in a helper role.
- Willingness and ability to be trained on the job and develop further skills within the role.
- Solid grasp of basic mathematics and proficient in using measurement tools, such as tape measures.
- Proven commitment to maintaining a safe work environment, particularly in areas involving drill patterns and explosives.
- Good understanding of safety procedures related to explosives, fire extinguishers, and fire suppression systems.
- Medically fit and prepared to work a 14/7 rotation, including 12-hour day and night shifts.
- Possesses a valid Surinamese driver's license (category BE) and capable of operating a light vehicle.
- Adaptable and open to working in different roles within the Drill & Blast department as required.
- Demonstrates safe, efficient, and productive work behavior at all times.
- Able to communicate effectively in both English and Dutch, verbally and in writing

Operator Fuel & Lube Truck

The Operator, Fuel & Lube Truck is required to carry out the safe execution of daily fueling and servicing of equipment coordinated by mine Maintenance Communicator.

Responsibilities.

- Follows Safety Practices according to RGM policies and procedures
- Fills up fuel and checks fuel level, engine oil level, hydraulic oil level and grease systems
- Does walk-around checks of equipment being serviced.
- Takes care of housekeeping in Fuel & Lube Truck.
- Loads Fuel & Lube Truck with necessary products.
- Has training, awareness and takes action in case of environmental leakage and/ or spills.
- Maintains stock of absorbent material in service vehicle.
- Performs all work in such a manner to protect themselves and fellow employees from injury.
- Gets route daily and responds to radio requests from dispatcher for checking and replenishing lubricants and fuels for production and auxiliary equipment.
- Has been trained and signed off on fueling procedure.
- Completes record of fuel and lubes dispensed with fueling sheet.

Qualifications

- Completed Technical education in mechanical engineering (LTS WTB)
- Valid National Driver's License: Light vehicle & Truck BEC
- Minimum two years of experience as Operator, Fuel & Lube Truck or relevant work experience
- Knowledge of Lubricants
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mine Maintenance

Electrician

The Electrician repairs, maintains, and installs wiring, motors, transformers, generators, lighting, installs conduits, pulls boxes, switchboards, and switches required in making additions, extensions, or alterations in electrical systems.

Responsibilities.

- Installs, repairs, and maintains motors, transformers, generators, lights, appliances, circuits, wiring, and other electrical system equipment and components in compliance with electrical codes, standards, and regulations.
- Operates a variety of electrical testing equipment in locating and determining types of electrical malfunctions.
- Studies plans, drawings, specifications, and work orders to determine work requirement and sequence of repairs and/or installation
- Repairs and maintains high voltage systems.
- Services, repairs, and maintains lighting, power, heating, cooling, and communications systems.
- Tests, locates, and repairs electrical troubles in electrical circuits and equipment.

Qualifications

- Completed technical education NATIN/AMTO (electrical)
- Ability to understand and follow oral and written instructions and to read and interpret blueprints, sketches, and diagrams
- Skill in the use and care of tools and equipment of the electrical trade.
- Knowledge of the standard practices, materials, tools, and equipment of the electrical trade.
- Knowledge of electrical materials
- Physical fitness, good eye- hand coordination
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mill Electrical
- Mill Shutdown
- Capital Project – Surface Support
- General Services – Camp Support

Emergency Response Technician

The Emergency Response Technician will have the desire and compassion to help others and to protect lives, property, and the environment. Work is to be completed as an individual contributor to the Rosebel Emergency Response Team by responding to and fighting fires and other types of emergencies, delivering first aid care, conducting property inspections, taking part in ongoing Emergency Response training, and participating in safety inspections.

Responsibilities.

Ensure emergency readiness, perform Firefighting, and ensure a proper emergency response to protect lives, property, and the environment.

- Perform firefighting work, including preventing, combating, and extinguishing fires to protect lives, property, and the environment.
- Assist with relevant fire protection services to all incoming and outgoing aircraft at RGM airstrip.
- Provide basic training related to Emergency Response Plans, fire extinguishers use, and induction to employees & contractors.
- Ensure employees, and contractors adhere to safety instructions, PPEs, and guidelines where required.
- Ensure proper functioning and maintenance of fire extinguishers and maintain the availability of emergency water supplies.
- Respond to incidents and assess the situation to determine the level of response required.
- Act as duty officer as part of a 24-hour duty system, responding to emergency situations as they arise.
- Advise employees of any potential threat and/or initiate Emergency response procedures.
- Eliminate potential ignition sources and initiate initial response actions.
- Restrict access to incident scenes and surrounding areas and take necessary action to minimize any threat to Health and Safety.
- Coordinate further response actions with Incident Commander and local responders.
- Minimizing distress and suffering, including giving first aid before ambulance crews arrive.
- Undertake Emergency response drills and training on the use of emergency equipment, fire techniques, and related fire issues.
- Maintain the level of physical fitness of fire personnel necessary to carry out all the duties.
- Participate in training, classes, and drills in firefighting/ emergency response, first aid care, disaster response, and specialized rescue.
- Conduct vector control (i.e., fogging activities) on a weekly basis and in a safe manner for people and the environment.
- Respond to fire alarms and notify relevant parties of issues.
- Respond and assist in all emergencies at Rosebel.
- Liaise with departments on specific fire/chemical-related activities or issues.
- Update Emergency Response Risk Register and Emergency Response Plans.
- Develop and implement Emergency response procedures.
- Assist in activities related to MSDS update and EZDZ- database.
- Ensure RGM assets are protected by providing and participating in world-class emergency response teams and training.
- Ensure that all fire protection systems are inspected according to the NFPA standards; Inspect emergency response equipment daily.
- Carry out inspections and audits related to Hot Work activities.
- Perform related duties as may be assigned from time to time by the supervisor

Qualifications

- Completion High School VWO/HAVO/IMEAO or equivalent
- Certification in NFPA 1081 Fire Fighting and Industrial Rescue
- HAZMAT trained, First Responder certification
- 3 year experience in firefighting/ emergency response or related experience in a similar position;
- Experienced and knowledgeable in firefighting techniques, fire equipment, chemical Hazards, emergency response;
- Ability to operate firefighting equipment and react to emergencies;
- Knowledge in basic emergency medical procedures and fire prevention;
- Experienced in receiving and transmitting information, maintaining situational awareness, and communicating with all components within the incident organization to ensure effective supervision, direction, and response controls;
- Proficient in Microsoft Office programs;
- Must be medically fit for the position and environment;
- Excellent English language skills (verbal and written)
- Must possess a valid driving license and have the ability to drive in rough terrain.
- ISO 14001 – Environmental Management
- Ability to communicate effectively in English and Dutch

Applicable Department

Rosebel - Sustainability - Health and Safety - Fire Department

Excavator Operator

The Excavator operator is responsible for supporting the mine operations with any kind of excavating jobs. A professional women or man who is conscientious and alert at all times. Courtesy and respect for the safety of other workers and area users is clearly demonstrated.

Responsibilities.

- Operates support equipment ensuring safe, efficient and productive operation.
- Inspects equipment to ensure safe and correct condition and operation.
- Makes every reasonable effort to maintain the continuity of operations and improve the economics of RGM.
- The small excavator operator will be busy with lots of supporting activities as:
 - Feeding the apron feeder, Ditching and drainage, Highwall or pitbank scaling, Removing dieselpump
 - Building and shaping berms, Loading 777 or 740 cat
 - Cleaning carry back from truck dump beds
 - Bush clearing
 - Working on the coarse ore stock pile
 - Mud cleanup

Qualifications

- Minimum second class of the LBGO/MULO/LTS
- Minimum 1 years' experience in similar job
- Valid National Driver's License
- Understanding of basic mathematics.
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Fieldworker/Crew Leader

A Field worker carries out onsite field activities for geological exploration and side service in ecologically responsible, accountable and safely manner. He or she ensures, as a member of a field crew, that production targets and schedules are met as planned with required quality in compliance with SOP.

Responsibilities.

- Technical Work
 - Carry out field activities as a crew member in: line cutting, geochemistry (Soil, MMI), Shallow Auguring, Mechanical Auguring, as per respective Work Proposal and SOP
 - Provide vital technical support to Geologists and Technicians in drilling operations (geo tech, RC materials handling) and ground geophysics.
- Core shack
 - Carry out core splitting, operating core saw and other core treatment equipment
 - Carry out sampling, sample handling and other duties in the core treatment/sampling facilities.
- Logistics and Camp Work
 - Assist in field camp maintenance, basic repairs and camp supporting service.
- HSS
 - Provide HSS compliance for yourself and crew members.

Qualifications

- Completed technical education LTS/Natin or Equivalent
- Basic computer literacy
- Basic technical knowledge with familiarity to surveying, sampling, drilling and Mechanical and electric skills
- Practical experience in geology and mining industry with exposure to geochemical sampling, drilling support, geophysical surveying
- Practical experience in surveying: GPS navigating, line cutting, chaining, stations marking and the ability of using handheld GPS, professional compass
- Ability and experience of operating of core saw and working with power tools
- Valid driver license for a pickup truck; 5 years of driving experience, good driving record
- Fit enough to walk in jungle a few km per day, including uphill and downhill
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Regional Exploration
- Environmental
- Mine Exploration
- Mine Engineering

Grader Operator

The grader operator is responsible for operating the grader safely and effectively to ensure that roadways remain accessible, safe, and in good condition.

Responsibilities:

- A professional who is always conscientious and alert, demonstrating courtesy and respect for the safety of other workers and area users.
- Operates the grader to support mining operations in a safe, efficient, and productive manner.
- Inspects equipment to ensure it is in safe and proper working condition.
- Operates according to RGM's identified best practices.
- A heavy equipment operator who adapts to changing conditions and adjusts operations accordingly.
- Ensures housekeeping in the equipment cabin and work environment.
- Prepares a daily equipment condition report.
- Responsible for the work area, maintaining a clean and safe environment.
- Maneuvers the machine to cut or fill material on the surface and discharges it as required for road maintenance.
- Uses equipment to level roads and ensure proper drainage.

Qualifications

- Minimum second class of the LBGO/MULO/LTS
- Minimum 2 years' experience in similar job
- Valid National Driver's License (BEC)
- Understanding of basic mathematics.
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Haul Truck Operator

A Haul Truck operator is responsible for safe movement of the truck in different conditions with a minimum delay. He or she is professional is conscientious and alert at all times with courtesy and respect for the safety of other workers and area users is clearly demonstrated.

Responsibilities.

- He or she operates large mine haulage trucks ensuring safe, efficient and productive operation.
- Inspects equipment to ensure safe and correct condition and operation.
- Collaborates / Cooperates with Dispatcher to ensure production flow is uninterrupted and optimized.
- A heavy equipment operator who recognizes changing conditions and adjusts operation accordingly.
- Driving according Defensive Driving principles
- Demonstrate safe, efficient and productive operation: Hauling on level loaded, Returning on level empty, Returning downhill empty, Hauling downhill loaded, Returning uphill empty

Qualifications

- Completion of Technical school education MULO/LTS/ LBGO or equivalent
- Must be able to read and write and demonstrate understanding of basic mathematics.
- 2 years' experience as Truck operator
- Valid National Driver's License (BEC)
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Heavy Duty Mechanic - Expat

The Heavy Duty Mechanic Performs maintenance and repair activities on Caterpillar Heavy Duty mining equipment , 740/777/785,haul trucks,6030/6020 shovel,D9/D6 dozer, wheel loaders 980/993 Diagnoses, services and repairs various systems that are found on pieces of heavy equipment such as mechanical and computer electronic controls, Troubleshoots malfunctions in the equipment and repair

Responsibilities.

- Ensuring that safety procedures are followed including wearing appropriate safety gear and using safety devices such as hard hats, safety glasses, gloves, ear protection, etc.
- Troubleshooting problems with machinery and equipment to determine the cause of malfunction
- Performing routine maintenance and inspections to ensure that all equipment is functioning properly
- Diagnosing mechanical problems with engines and other machinery components and repairing them accordingly
- Installing new equipment or machinery parts as needed
- Electrical: Repairs or replaces fuses, batteries, lights, instruments, warning devices, controls and switches, computer controls, modules, alternators, starters, and defective cables and wiring.
- Repairing or replacing faulty parts and equipment, including engines, brakes, Air Conditioning system systems, hydraulic lines, and filters
- Performing regular maintenance on machinery such as lubricating moving parts, greasing bearings, replacing filters, and cleaning working surfaces
- Repairs and replaces drive shaft, differential, axle, manual, automatic and sophisticated computer-controlled transmissions, clutches, transfer cases, power take-off systems, transmission, axles and final drives.
- Recommends to foreman as necessary and in a timely manner alternative methods of repair and suggests improvements to increase component life and performance.
- Responsible for complete and accurate documentation of the maintenance work performed on the equipment and filling in work order details.
- Accountable for hours spent performing diagnostics and repairs, consistently meets time standards given for diagnosis and repair of equipment.

Qualifications

- A high school diploma or an associate's degree or certificate program in heavy equipment mechanics
- Expert knowledge of maintenance management practices on Caterpillar equipment
- Caterpillar training certificates in various equipment.
- Can perform troubleshooting on multi systems/ PLC
- Ability to coach and train co-workers

- Component replacement and preventive maintenance services training in all eight (8) equipment types (PCR)
- Able to use SIS.HICS,ET
- Ability to troubleshoot and maintain tools relevant to position
- Ability to diagnose and provide technical reports
- Can perform work without supervision
- Can perform troubleshooting on single system
- Can lead a team on an assigned work
- Preventive maintenance services in at least all eight (8) types of equipment.
- Consistently meets time standards given for diagnosis and repair of equipment.
- While performing the duties of this Job, the employee is regularly required to stand for long periods of time
- Basic computer skills preferred (Windows, Word, Excel, CMMS software such as SAP PM)
- Ability to read and understand mechanical, structural, and technical drawings, hydraulic & electrical drawings equipment manuals is required Troubleshooting skills in most vehicle systems
- Ability to use diagnostic tools
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Heavy Duty Mechanic

The Heavy Duty Mechanic is responsible for servicing, repairing mobile equipment such as power light plants, generators, pumps, heavy earth moving equipment, and utility type equipment to maintain the operational capability of the respective equipment. (Dozer D6/D9; Excavator (345); Loader; Alligator; Grader).

Responsibilities.

- He or she interprets diagrams and manuals to assist in carrying out checks, diagnose and repairs to components or mechanical systems. Uses appropriate tools, instruments to effectively trouble shoot mechanical or electrical defects on equipment.
- Effects oil changes and carries out routine preventive maintenance (P.M.) to equipment such as oil level and machine systems checks according to specific job plans and time expectations.
- Carries out major/minor repairs to heavy equipment such as transmission/hydraulic/pneumatic systems, compressors, structural supports etc. to maintain the operational availability of equipment.
- Rebuilds and installs components for various types of equipment.
- Performs minor welding and oxy-acetylene cutting.
- Performs repairs on 12 and 24 Volt Electrical Systems.

Qualifications

- Completion of Technical High School NATIN/AMTO or equivalent
- Valid National Driver's License
- 2 Years' experience as a mechanic
- Completion of SURMAC 18 month trainee program
- Completion of machine specific training and competent to perform with the following heavy equipment's
- Ability to interpret and use manufacturers: Parts manuals & Service manuals
- Ability to carry-out: Machine performance test. System adjustments
- Troubleshooting skills in most vehicle systems
- Ability to use diagnostic tools
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Heavy Duty Tireman

The Heavy Duty Tireman is responsible for servicing, replacing and repairing tires such as power generating units, Light vehicles, heavy auxiliary equipment, mining Fleet and utility type equipment to maintain the operational capability of the respective equipment

Responsibilities.

- Follows Safety Practices according to RGM policies and procedures
- Inspects, measures, repairs and replaces tires and rims on all mobile equipment on the mine site
- Measures and records tread depth to determine the wear of tire(s)
- Performs inspections of tires and wheel components to assess condition and safety.
- Drives light vehicles in mine to assess reported tire problems on production and auxiliary equipment when necessary.
- Operates tire manipulator to change of wheel/tire assemblies.
- Drives vehicles and equipment (parked in designated area) only to and from the Tire Pad for tire changing.
- Maintains records of all equipment, wheels or tires worked on and highlights the nature of the repairs to wheels, tubes, tires, etc. conducts inventory of direct charge tires and accessories
- Checks tire pressures as required to ensure that they are within the specified limits and adjusts to improve the equipment's operational efficiency and tire life
- Installs, adjusts and removes tire protective chains on loading units
- Maintains housekeeping and safety practices to R.G.M. standards
- Recommends to Foreman as necessary and in a timely manner alternative methods of repair and suggests improvement to increase tire life and performance
- Is responsible for tools and keeping work area clean and orderly (Housekeeping)
- Is responsible to provide all required documentation of used tires.

Qualifications

- Technical Diploma or secondary school documents required
- Knowledge of repair and replacement of tires and rims on heavy mobile equipment
- 2 years' experience in maintenance or mining with maintenance exposure
- Physically Fit to work
- Valid driving license BEC
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

10% office and administration work; 90% field and investigative work in a maintenance shop or open pit environment.

House Attendant

The Camp House Attendant provides services as required by the job description, under the direction of the supervisors and as the situation on site dictates to make life more comfortable for those living and working on site.

Responsibilities.

- He or she cleans and empties garbage bins around Camp, Offices and assist with cleaning lunchrooms
- Does landscaping: mows the lawn, cuts the grass, takes care of plants
- Cleans and sweeps the sidewalks and other facilities in Camp
- Collects all garbage from the Housing and dumps in green container
- Cleans empty water container and makes ready for shipment
- Distributes of Housing Supplies to the work areas
- Cleans and washes the rooms and washrooms.
- Makes up beds according to type of bunkhouse and Puts the linen and towels outside for pickup.
Distributes laundry bags to the rooms.

Qualifications

- Completed minimum grade 10 education -GLO
- Knowledge of all the Housing activities
- 6 years related experience
- Physically Fit to work
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- General Services – Camp Management Housekeeping

Warehouseman

The Warehouseman performs warehousing duties of and loading and unloading orders, stocking inventory and maintaining warehouse; transporting orders of equipment, materials and supplies; directing other employees; and ensuring that assignments are completed in a safe, proper and timely manner.

Responsibilities.

- He or she assist at the issue counter section, Pick and confirm pick slips, Deliver items and let end user sign.
- Receiving of the cargo trucks with invoices and/or Shipping Bill of Lading, Physically receiving of the items, administrative tasks for Receiving/Delivery of Purchase Orders in the system (Oracle)
- Assist with projects within the Warehouse: Issue Counter, Receiving Section, the Warehouse Yard, Repairable Bound, Dispatcher (Driver), Fuel Back-up: Cycle Counting, Consumables Desk, Put away, Cycle counting
- Sufficient knowledge of Troubleshooting

Qualifications

- Completion of High School VWO/HAVO/IMEAO or equivalent
- Computer skills to include a working knowledge of Microsoft Office (Word, Excel, Outlook).
- Knowledge, skills and experience in at least 4 (four) sections of the warehouse
- Experience with operating a Forklift
- Good understanding of established procedures, policies and business processes
- Knowledge of handling dangerous goods
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch
- BE – Driver License

Kitchen & Storage Administrator, Camp Management Kitchen

The Kitchen and Storage Administrator is responsible for providing administrative support to the Executive Chef and Kitchen Management Team in the daily culinary operations of the company. This role assists the department in implementing various culinary programs, storage control processes, initiatives, and projects, while also managing communication, planning, research, and reporting activities.

Responsibilities

- Perform the administration functions of the kitchen ordering process
- Perform the administration functions of the kitchen reporting process
- Ensure kitchen staff are following the processes
- Be the central point of communication for the kitchen staff including upcoming Events, management information, deadlines, changes to process etc.
- Assist the Executive Chef with tasks including paperwork e.g. typing up Recipes and new SOPs, coordinating catering, etc. Ensure these are done timely and efficiently
- Ensure kitchen deadlines are met, liaise with appropriate kitchen staff to action tasks.
- Fully responsible for the functioning of all storage areas including but not limited to deliveries, daily weekly and monthly inventory, reviewing requisitions to ensure proper coding and the implementation and adherence of all procedures
- Keeping office and storerooms clean and tidy
- Answering phones and corresponding to emails for general enquiries
- Other administrative duties as required

Qualifications

- Senior Secondary Diploma
- Minimum of 3 years' work experience in high volume catering or hotel environment
- Good verbal and written skills in Dutch and English
- Computer knowledge; able to work with Microsoft Office and other applications i.e. Quickbooks
- Leadership skills; must be a leader and team player, rallying the team during heavy shifts,
- Resolving conflict and getting the job done
- Ability to work effectively under pressure and meet established goals and objectives.
- A valid Suriname Drivers' license is required

Applicable Departments

- Camp Management Kitchen

Kitchen Helper

A kitchen helper provides services in the kitchen and lunch room, under the direction of the supervisors and as the situation on site dictates so that we can make life more comfortable for those living and working on site.

Responsibilities

- Assist cooks with whatever needs to be done through the direction of the Lead Cook.
- Operates all kitchen equipment such as slicers, steamers, ovens, dish washer, etc.
- Responsible to make, syrup, milk, coffee, all salad bar requirements and to keep these fully stocked during the meal service periods.
- Total general cleaning of all kitchen areas, dining room, receiving area and garbage room.
- Washes pots, pans and dishes.
- Remove all garbage from kitchen area.
- Serve food on the service line during meal periods.

Qualifications

- Minimum of Mulo/LBO diploma
- Certificate hospitality training (SHTTC) or similar
- Minimum of 3 years related experience in Horeca
- Knowledge of food safety
- Understanding the importance of health and hygiene
- A great team player
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Camp Management Kitchen

Lab Helper

A Lab Helper works in a the Mill laboratory and as the name depicts, he/she is responsible for assisting in various tasks that are conducted in a laboratory.

Responsibilities

Assay Lab

- Takes care of harmful chemicals, costly experimental devices and needs to keep them behind the lock
- Shuts down all running systems and switches off lights whenever not in use
- Prepares samples: receives pans, dries, crushes and splits, pulverizes and mixes.
- Creates working trays on computer
- Fire assays: fluxes, weighs, fuses, cupules and parts.

Metallurgy Lab

- Collect, prepare, and analyze samples using laboratory equipment and techniques.
- Record and report test results accurately and in a timely manner.
- Maintain and calibrate laboratory equipment.
- Assist in troubleshooting and resolving technical issues.
- Monitor and account for reagent handling.
- Enter data from lab and field analyses in Mill systems (MS Excel).
- Follow safety protocols and maintain a clean and organized work environment.

Qualifications

- Completed Chemistry analyst education NATIN/AMTO
- 2 years' work experience as sampler, helper or technician in the field
- Knowledge of the Standard Operating Procedure for Sample Receiving
- Fit to carry or move samples of 5 – 20 kg
- Ability to work on heights
- Good computer skills Ms. Office
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mill Assay Lab
- Mill Metallurgy Lab

Lab Technician

The Assay Laboratory Technician ensuring accurate and timely analysis of samples. This role requires strong technical skills and a commitment to quality control. Assay Laboratory Technician closely works with the senior Lab Technicians and discuss work load and priorities of clients. Maintain in compliance with safety regulations.

Responsibilities

Assay Lab

- Analysis of metallurgical, Environmental and Geology samples by various methods and analysis
- Knowledge of AAS (Atomic Absorption Spectroscopy), IC (Ion Chromatography, Total and WAD Cyanide), LECO (Carbon/Sulfur Analyzer)
- Must be able to accurately collect and report results using LIMS (Laboratory Information Management System)
- Safe handling of various chemical reagents
- Great attention to details and QA/QC (Quality Assurance/Quality Control).
- Prioritize samples based on importance and urgency.
- Conduct inventory control of chemicals and Laboratory supplies

Qualifications

- Completed Chemistry analyst education NATIN/AMTO
- Minimum two (2) years of experience in a mining or commercial laboratory
- Experience operating/troubleshooting IC, ICP, or AA instruments
- Experience with wet laboratory techniques (pipetting, solution preparation, dilutions).
- Basic math skills to calculate dilution factors and solution concentrations quickly and accurately
- Familiarity with chemicals and laboratory procedures
- Good computer skills Ms. Office
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mill Assay Lab

Lab Technician

The MetLab Technician supports the metallurgical team by organizing and executing timely and accurate sampling and analysis of process streams. Completing lab scale test work, and mill performance optimization. The MetLab Technician ensures proper operation of mill process analyzers and completing regular inspections of equipment.

Responsibilities

Metallurgy Lab

- Be responsible for OHS & E by creating and maintaining a healthy and safe workplace.
- Perform all work safely and in accordance to set procedures and guidelines.
- Operating and monitoring of the Acacia system and gravity circuit performances.
- Prepare daily mill samples for further analyses by the assay lab.
- Collect sample from process streams.
- Collect data readings from the mill process
- Prepare and distribute production reports.
- Enter data from lab and field analyses in Mill systems (MS Excel)
- Ensure metallurgical field analyzers are in good working condition.
- Prepare analytical reagents for supply to Mill operations.
- Conduct field observations in the mill.
- Assist in the introduction of process metallurgical changes within the plant.
- Assist in training of plant operating personnel on metallurgical best practices.
- Ensure process sampling equipment is clean, operational and functioning as designed to protect sample integrity & representatively.
- Assist in the introduction of process metallurgical changes within the plant. To monitor and help control that the milling process meets metallurgical parameters. Supply of process analytical reagents to the field operators. Ensure metallurgical field analyzers are in good working condition.
- Ensure proper housekeeping and maintain a sample contamination repelling work area. Comply with health and safety rules.

Qualifications

- Higher Secondary Education: NATIN/AMTO – Chemical analyst / Mine Engineering
- Minimum 2.5 years of experience in a mining or commercial laboratory
- Must have a solid understanding of optimizing Mill throughput and recovery.
- Previous experience in a gold processing plant is considered an asset.
- Proficiency in computer applications and metallurgical software.
- Excellent oral and written communication skills in Dutch and English.

- Ability to work independently and in team settings.
- Ability to work effectively under pressure.
- Good observational, analytical and reporting skills.
- Must be able to handle a high level of confidentiality.
- Working knowledge of milling methods and procedures.
- Demonstrated commitment to ensuring a safe working environment.

Applicable Departments

- Mill Metallurgy Lab

Laundry Attendant

The Laundry Attendant provides services as required by the job description, under the direction of the supervisors and as the situation on site dictates to make life more comfortable for those living and working on site.

Responsibilities.

- He or she has knowledge of all the Laundry cleaning activities.
- Assigns one batch of laundry and is responsible for washing, drying and put back in the laundry bag.
- Is responsible for pickup and delivery of laundry in Camp. Sorts laundry bags on the racks and/or ready for distribution.
- Irons clothes of A, Guesthouse and Kitchen.
- Installs/ replaces of Chemicals on the equipment's.
- Issues guest supplies at the counter.
- Operation of RGM light vehicle (Truck, UTV) on site.

Qualifications

- Completed minimum grade 10 education -GLO
- A valid Suriname Drivers' license is required
- 6 years related experience
- Physically Fit to work
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Light Duty Mechanic

The Light Duty Mechanic is responsible for servicing, repairing mechanical equipment such as power generating units, vehicles, heavy earth moving equipment, and utility type equipment to maintain the operational capability of the respective equipment.

Responsibilities

- He/she interprets diagrams and manuals to assist in carrying out checks, diagnose and repairs to components or mechanical systems.
- Uses appropriate tools, instruments to trouble shoot mechanical or electrical defects on equipment.
- Effects oil changes and carries out routine servicing to equipment such as oil level checks, water, tire pressure, functional efficiency of instruments, charging systems, etc. to ensure that all ancillary systems and components are in working order.
- Carries out major/minor repairs to heavy equipment such as transmission/hydraulic/pneumatic systems, compressors, structural supports etc. to maintain the operational availability of equipment.
- Rebuilds and installs components for various types of equipment.
- Performs minor welding and oxy-acetylene cutting.
- Performs repairs on 12 and 24 Volt Electrical Systems.

Qualifications

- Completion of LTS (Technical High School) or equivalent
- 2 years' experience as a Mechanic
- Completion of Surmac 18 month Trainee Program
- Completion of machine-specific training in at least four of: Honda ATV, Land Rover, Sterling Trucks, CAT IT28G, CAT 426/430, Grove Crane
- Ability to carry out machine performance tests and system adjustments
- Troubleshooting skills in most vehicle systems and ability to use diagnostic tools
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Machinist

A Machinist sets up and operates a variety of machine tools to produce precision parts. May also fabricate and modifies parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Responsible for operating various types of machining tools such as lathes, boring, milling, drilling machines to machine components.

Responsibilities

- Interprets drawings/sketches to procure materials and determines work procedure of job to be machined.
- Sets up job on machine by securing work piece in holding devices such as chuck, collect, clamps, etc. Loads, unloads work pieces on/off machine. Calculates and determines dimensions, tapers and other data using design plans, shop formulae or manuals when necessary.
- Operates machine tools, adjusts stops, feeds and speeds for efficient machining according to type of material to be machined.
- Prepares sketches and fabricates components/ work pieces to be machined for installation or replacement of defective parts/components.
- Conducts regular checks to machine tools to observe operating defects. Services, repairs machining tools to maintain the machinery operating availability and efficiency.
- Sets up and operates portable machine tools in shop or field (i.e. portable boring machines)
- He/she is responsible for tools and keeps work area clean and orderly (Housekeeping)

Qualifications

- Completion of LTS (Technical School) or equivalent
- completion of a Machine Shop Technology Program or similar
- Ability to read and understand blueprints and measuring instruments
- 2 years' experience as a Machinist operating manual and lathe machines
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mine Maintenance

Mill Helper

A Mill Helper carries out different task associated with the Milling Process

Responsibilities.

- Perform equipment checks and report any potential or immediate problem.
- NKM Screen cleaning and handling.
- Reagent container handling, reagent storage maintenance and reagents mixing
- Operation of the Bobcat and TCM when required in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.
- Wash and grease equipment as prescribed in operator manual.
- General cleanup duties throughout the mill area.
- Assisting Operations and maintenance personnel when required

Qualifications

- Completed technical education LTS - WTB/Electro
- Knowledge of mechanical aspects of equipment within Area
- Ability to operate Bobcat and forklift safely, conduct inspections and complete checklist
- Knowledge of mill lockout procedure
- Knowledge safe rigging and hand signal
- Experience in work practices around conveyors and other moving equipment
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mill Operations
- Mill Planning

Mill Planner

The Mill Planner is responsible for the planning and the coordination of the maintenance resources, parts, materials, and equipment access to ensure the adequate scheduling of planned maintenance activities within the Mill.

Responsibilities.

- Develop maintenance plans and schedules.
 - Handle long- and short-range planning.
 - Maintain bill of materials (BOM) information for every asset within area of responsibility.
 - Scope work and record decisions on Work Planning Checklist
 - Determine the appropriate level of planning for each new work request/work order.
 - Maintain good communication with Maintenance Supervisor to ensure adequate planning
 - Review and analyze work order feedback information to improve future planning efforts and execute follow-up actions.
 - Estimate costs, including labor hours, materials, and contract services, for each work order.

- Manage Oracle orders including quotation requests and order tracking.
 - External Contractor Service PO follow up and ensure all AOC and Invoice are signed and filed properly
 - Accrual report for Service PO follow up
 - Assign proper codes during the review of work requests and creation of work orders, work identification, control, and planning phases.
 - Creation of Requisition Services and Materials for planned work.
 - Reserve stock items for planned work.

- Perform general administrative duties and maintain records.
 - Keep time, payroll, work order, material, equipment and other records and submit applicable reports when required. Safety Training schedule & Record update
 - Maintenance Training and Record Update
 - External Contractor Request & Scheduling (Traveling, Medical Screening & Induction Processes)
 - Identify required permits.

Qualifications

- Secondary Technical Diploma (NATIN/AMTO Mechanical or Electrical Engineering).
- Minimum 3 years of maintenance experience.
- Industrial Mechanical & Electrical system or equipment installation and maintenance
- Experience with earthmoving equipment.
- Ability to read piping and instrumentation diagrams, equipment drawings, predictive maintenance reporting, electrical schematics, mechanical stationary Equipment schematics and hydraulic schematics
- Skilled in the use of Microsoft Office, Power Point, Microsoft Project, CMMS-Oracle-eAM & AutoCAD
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Millwright

A Millwright installs machinery and equipment according to layout plans, blueprints, and other drawings in industrial establishment, using hoists, lift trucks, hand tools, and power tools: He or she reads blueprints and schematic drawings to determine work procedures.

Responsibilities.

- Dismantles machines, using hammers, wrenches, crowbars, and other hand tools.
- Moves machinery and equipment, using hoists, dollies, rollers, and trucks.
- Assembles and installs equipment, such as shafting, conveyors, and tram rails, using hand tools and power tools.
- Constructs foundation for machines, using hand tools and building materials, such as wood, cement, and steel.
- Aligns machines and equipment, using hoists, jacks, hand tools, squares, rules, micrometers, and plumb bobs.
- Assembles machines, and bolts, welds, rivets, or otherwise fastens them to foundation or other structures, using hand tools and power tools.
- May operate engine lathe to grind, file, and turn machine parts to dimensional specifications. May repair and lubricate machines and equipment.

Qualifications

- Completed high school or technical education NATIN WTB (mechanical)
- Knowledge of seal installation and seal maintenance, conveyor Systems and conveyor system maintenance, pump stuffing box adjustments and packing installations , belt drives and belt drive maintenance , gasket installation and gasket fabrication
- Knowledge of basic SMAW welding and oxygen/ acetylene cutting and knowledge to measure and layout accurately
- Knowledge to do basic pipefitting
- Knowledge to maintain and troubleshoot hydraulic circuits, pumping issues, pneumatic circuits
- Knowledge to rebuild or adjust and repair shop tools, equipment, pump components, centrifugal pumps wet ends and all gear drives
- Knowledge to use and intrepid predictive maintenance tools
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mill Maintenance

Operator Fuel & Lube Truck

The Operator, Fuel & Lube Truck is required to carry out the safe execution of daily fueling and servicing of equipment coordinated by mine Maintenance Communicator.

Responsibilities.

- Follows Safety Practices according to RGM policies and procedures
- Fills up fuel and checks fuel level, engine oil level, hydraulic oil level and grease systems
- Does walk-around checks of equipment being serviced.
- Takes care of housekeeping in Fuel & Lube Truck.
- Loads Fuel & Lube Truck with necessary products.
- Has training, awareness and takes action in case of environmental leakage and/ or spills.
- Maintains stock of absorbent material in service vehicle.
- Performs all work in such a manner to protect themselves and fellow employees from injury.
- Gets route daily and responds to radio requests from dispatcher for checking and replenishing lubricants and fuels for production and auxiliary equipment.
- Has been trained and signed off on fueling procedure.
- Completes record of fuel and lubes dispensed with fueling sheet.

Qualifications

- Completed Technical education in mechanical engineering (LTS WTB)
- Valid National Driver's License: Light vehicle & Truck BEC
- Minimum two years of experience as Operator, Fuel & Lube Truck or relevant work experience
- Knowledge of Lubricants
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mine Maintenance

Pipefitter

A Pipefitter assembles, installs and repairs high pressure and low pressure piping systems for conducting air, gas, steam, oil, water and other fluids.

Responsibilities.

- Checks defective pipeline to determine scope of repairs required by isolating defective sections and measures lengths of pipe required for repair jobs.
- Threads small diameter pipes and connects to line leaving building.
- Fabricates and installs flanges on pipe prior to connecting line for large diameter pipes.
- Bolts old and new flanges together using suitable gaskets.
- Services and installs valves, unblocks choked pipes and septic tanks. Also out oil heat tubes etc.
- Fabricates tiers and spools for pipelines by cutting, hardening and assembling pipe fittings.
- Is responsible for pit dewatering and installation and removal tailings line
- Cuts pipes using power tools or machines.
- Creates in depth sketch of pipe and equipment fabrication and installation if needed
- Measures, cuts, threads, grooves, bends, solders, assembles and installs plastic and fiberglass pipes, valves and fittings
- Welds, brazes, cements, solders and threads joints to join pipes and fabricates sections of piping systems

Qualifications

- Completed technical education LTS (mechanical)
- Valid driver's license
- Knowledge of pipefitting instruments and piping material, welding tool/ instruments and material used
- Read and understand (measuring) instruments
- Basic welding skills
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Mill Maintenance
- Mill Shutdown
- Mill Planning/Projects

Plumber, Camp Support

The Plumber is responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and waste water disposal in residential, commercial and industrial buildings.

Responsibilities.

- Installs, repairs, and maintains chilled water, steam, heat, water, gas, drainage, sewage, and other plumbing systems.
- Operates reamers, threading discs, sewer tapes, pipe cutters, snakes, and other plumbing equipment and hand tools.
- Inspects joints, valves, pumps, boilers, heaters, sinks, commodes, tanks, valves, and other plumbing system components to locate malfunctions, and repairs or replaces when necessary.
- Studies plans, drawings, specifications, and work orders to determine work requirements and sequence of repairs and/or installations.
- Performs preventative maintenance work as required
- Perform scheduled maintenance service on plumbing systems and fixtures
- Apply all codes to installations, repairs and maintenance
- Ensure all requirements as specified by the manufacturer of systems and fixtures are met
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded
- Ensure all installations, repairs and maintenance meet the requirements of the appropriate codes
- Ensure all installations, repairs and maintenance meet environmental protection requirements
- Administer and schedule work

Qualifications

- Technical education (plumbing-GAWASA) of LTS
- Valid driver's license
- Read and understand (measuring) instruments
- Basic welding skills
- Ability to understand and carry out work orders
- Knowledge of different plumbing material used
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

PUMP MAN

A Pump Man ensures water pumps are fueled, inspected and in good operating condition. Constantly monitor suction of pump and water levels. He or she supports the Mining department with water pump management.

Responsibilities.

- He or she checks pumps to ensure fuel and oil are at the required levels and tops up if necessary and services mechanical components to avoid damages to movable parts.
- Attaches intake and discharges hoses, foot valves, flanger(s), couplings, etc. to pump located in the various Mine pits.
- Conducts physical checks to ensure that pump(s) performance is in accordance with operational specification, so as to facilitate de-watering of mine pits and sumps.
- Assists mechanics and electricians in carrying out minor repairs to equipment also in moving pumps from one pit to another.
- Maintains equipment in a clean and tidy state.
- Liaises with electrical and mechanical personnel to ensure malfunctions are reported.
- Assists Mine Foremen in moving and setting up of lighting plants.
- Function as backup crusher operator.
- Accepting to perform other mine helper activities according to competencies.

Qualifications

- Technical school diploma LTS
- Suriname driver license
- Minimum of 3 years' experience in a mine production environment
- 2 years' experience in plumbing
- Knowledge of workplace safety requirements and procedures
- Knowledge of equipment cleaning standards and procedures
- Knowledge of plumbing techniques
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Security Officer

The purpose of this position is to conduct foot/mobile patrols, searches and access control in providing general security for Rosebel Gold Mines N.V. people, assets and operations. The purpose is also to ensure the smooth and effective operation of the respective shift at the authorized deployed posts i.e. Mill, Main Gate, Mine Area of Operation, remote posts, etc.

Responsibilities.

Safeguard the mine site through security measures that protect company assets, people and goods in transit.

- To prevent the theft of RGM property and assets by means of personnel -, bag -, vehicle searches, material control, patrols and using mechanical and electronic measures.
- Adheres to procedures & rules as outlined in appropriate IAMGOLD/RGM i.e., Security, H&S, Environmental, HR, etc. Standard Operating Procedures and as specified in specific Post Orders.
- Notify his/her supervisor of any security, safety or equipment deficiencies discovered at the start or during the shift.
- Responsible for the secure, safe & efficient movement of personnel and vehicles in and out of the security access control points at the RGM mine.
- Assist in the control of personnel and contraband e.g., alcohol, weapons & drugs at the camp facilities and general RGM work areas.
- Maintain a cooperative interest in the security, health and safety of yourself, and your fellow workers and always wear the correct PPE. Be alert and observe, correct and report unsecure and unsafe conditions.
- Provide security and safety leadership by always setting a good example.
- Maintains a state of physical readiness to perform strenuous activity.
- Maintains and projects a positive, neat, clean, sober, and professional image of RGM and does nothing by his actions to damage the good reputation of the company or Security Department.
- Reports to work on time, remains alert, and maintains a positive respectful demeanor while interacting with employees and visitors.

The Security Officer should perform security and safety requirements during the shift as follows:

- Enforces the company & security access control policy and SOP as required.
- Conducts searches of people, vehicles, bags, storage areas and other areas to locate and identify incidents or evidence of unlawful acts in contravention of the RGM Code of Conduct, Security/HR/H&S Policy & SOP's and/or criminal law.
- Check all vehicles using the RGM access/haulage roads to ensure they are not transporting unauthorized company property and/or contraband i.e., weapons, alcohol, drugs or other items.
- Control access by employees and others to offices, buildings, vehicles or other areas that are classed as restricted to authorize personnel only.
- Submits verbal reports in a quick and timely manner about immediate accidents, incidents, and injuries in person, by telephone and by radio as required to the Security Control Room and to his/her supervisor.
- Report any security weaknesses or deficiencies so that corrective action may be taken.
- Be aware of the fire alarm detector's location, fire extinguishers and their use.
- Provide first aid to those in need.
- Respond to emergency situations as per the Emergency Response Plan and make notifications and take such actions as are necessary to safeguard him/her and others and control the situation until the arrival of security supervisions and/or specialist assistance.
- Guard explosives storage equipment and facilities adhering to RGM policies and operating instructions and Republic of Suriname regulations.
- Guard dangerous chemicals equipment and storage facilities adhering to RGM policies and operating instructions and Republic of Suriname regulations.
- Prevents damage to and untimely deterioration of RGM and Security equipment by enforcing safety regulations and by following correct equipment usage instructions.
- Keep the workplace and security posts in a neat and correct order.
- Ensure the safekeeping, maintenance, and inventory control of assigned security equipment.
- Performs other duties as may be directed by the Shift Commander and always works in the best interests of RGM.

Administration:

- Prepares clear and accurate written security incident reports to describe details about incidents involving RGM people, assets and operations are and submitted on a timely basis
- Submit neatly written and legible work logs and other documentation to his/her supervisor at the completion of the shift.
- Make neat, correct, and legible entries in the occurrence book and other security post logs.

Qualifications

- Higher Secondary Education graduate (School VWO/HAVO/IMEAO or equivalent)
- Related diploma or certificate such as security or law enforcement (two year program)
- First Aid certificate.
- A minimum of three (3) years' work experience as a security officer. Previous military or police experience may be substituted for up to seven years of work experience on a one-for-one basis for each year substituted.
- Must have basic working computer skills.
- Must be able to keep up with fast paced atmosphere and work under pressure.
- Works a variety of shifts in varying and sometimes adverse physical conditions.
- Must be detail oriented, self-motivated, and willing to learn new systems.
- Knowledge of law enforcement practices and procedures.
- Strong communication skills, both verbal and written.
- Must be able to adapt to changing and competing priorities.
- No criminal record
- Medically fit to perform security tasks that include: walking, running, carrying equipment, standing for long periods and exposed to extreme environmental conditions.
- Valid Surinamese Driver license
- Fluent in Dutch, conversant in English
- Ability to remain calm under pressure

Storekeeper, Kitchen

The Kitchen Storekeeper is responsible for receiving, storing, controlling and maintaining inventories of food and non-food supplies in the Kitchen Storage rooms.

Responsibilities

- Receives the food and non-food deliveries for the kitchen
- Assist chef in placing the orders for the kitchen
- Responsible for monthly inventory
- Responsible for security of fridges, freezers, storeroom and storage containers
- Rotate all items received to ensure food quality
- Labels all received items with accurate date of receiving
- Keeps the store room in accordance with inventory sheet
- Clean the store room on a daily basis
- Cleans all fridges and freezers
- Controls and fills all requisition or kitchen and for shipping to other departments
- Refills all cleaning product (hand-towel, hand soap, floor cleaner etc...)
- Ensures the cleanness of the product room
- Ensures the cleanness of the washrooms and the chef office
- Does delivery of personnel and products as required
- Assist in all areas of the kitchen with production and cleaning as time permits
- Any other duties assigned by the supervisor.

Qualifications

- Completion High School VWO/HAVO/IMEAO or equivalent
- Minimum of 3 years clerical or warehouse work experience in the Horeca.
- Intermediate software skills (Word, PowerPoint, Excel)
- Strong writing and editing/proofreading skills with a focus on accuracy and detail
- Knowledge of food safety
- Understanding the importance of health and hygiene
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch.

Applicable Departments

- Camp Management Kitchen

Quality Assurance Technician

In collaboration with the Quality Assurance Lead, the Quality Assurance Technician supports in supervising the implementation of the Food Safety Program in the kitchen, the Housekeeping and Hygiene program in the camp as well as HS &E policies at the Rosebel camp sites.

Responsibilities.

- Assist with the implementation of the food safety program with technical support if required, monitor food safety standards based on HACCP principles, guide kitchen staff with compliance and implementation.
- Assist with monitoring the effectiveness of the Housekeeping and hygiene program, ensure the housekeeping crew complies with all the processes in all stages of housekeeping, cleaning, maintenance, and services.
- Deal with deviations and complaints of the food safety and housekeeping program, suggest corrective and preventive measurements to ensure the requirements are met.
- Propose and document updates on the food safety, housekeeping, and hygiene documents, verify and validate to ensure the programs comply with the most recent standards and regulations issued by Iamgold as well as respected international standards.
- Participate in the team meetings, communicate directly with the staff on the floor.
- Conduct regular checks and inspections, organize internal and external audits, supplier evaluations.
- Assist General Services management with training and guidance of staff in the HS&E programs.
- Ensures that the staff follow the standards of the programs throughout all kitchen, lunchrooms, laundry, accommodations in camp and ground transportation areas at all times;
- Always support safe work habits and a safe working environment. Assist in conducting toolbox meetings.
- Assist with the supervision of the camp Quality and complete inspections specified by Camp Management.

Qualifications

- A minimum of High School Education (NATIN medisch or chemisch analist /VWO biology).
- Certificate in related area of expertise (Food safety, Workplace safety)
- Minimum of 3 years work experience in high volume catering or hotel environment
- Basic knowledge of food safety and quality management internal audit process.
- Problem solving skills able to analyze data and metrics to identify trends and develop appropriate corrective actions
- Fluent in English (written and spoken), and Dutch language. Chinese is an advantage.
- Good communication skills, both orally and written, and the ability to work with all levels of the organization
- High safety and food hygiene awareness.
- Knowledge of MS Office programs (Word, Excel, PowerPoint)
- Valid Surinamese driver's license.

Tow Haul Operator

The Tow Haul Operator supports the Mine Operations by moving equipment with the Tow haul in a safe and efficient manner.

Responsibilities:

- Support the Mining department to move machines in and around the mine or as assigned.
- Operate the Tow haul in a safe and efficient way according to all relevant RGM policies and procedures.
- Perform daily safety and maintenance checks (daily inspection sheet, check list)
- Clean Tow haul as scheduled and/or required.
- Ensure Tow haul is safely and securely parked.
- Advise the supervisor of any requirements for maintenance or repairs.
- Practice workplace safety
- When the Tow Haul is standby, the operator must accept to operate a haul truck or any other equipment according to his competency and qualifications.

Qualifications

- Minimum second class of the LBGO/MULO/LTS
- A minimum of 3 years of experience in a similar role within a mining production environment, operating a 777 B/D/F, 785D, and lowbed.
- Valid National Driver's License (BEC)
- Understanding of basic mathematics.
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Warehouse Helper

The job of Warehouse Helper is done for the purpose/s of performing warehousing duties of and loading and unloading orders, stocking inventory and maintaining warehouse; transporting orders of equipment, materials and supplies; directing other employees; and ensuring that assignments are completed in a safe, proper and timely manner.

Responsibilities.

Sections in the Warehouse:

- 1) Maintenance and housekeeping
 - Qualifications and experience in use of material handlers (lift truck operation)
 - Qualifications and experience in use of sweeper operation
 - Experience in use of pressure washer operation
 - Experience in use of warehouse tools
 - Perform daily housekeeping, cleaning, sweeping, cob web clearing in all warehouse area's (indoor/outdoor)
 - Cleaning of water dispensers, offices, etc.
 - Washing, cleaning, dusting off of warehouse units & vehicles
 - Washing and cleaning of warehouse fuel islands
 - Assist with archiving, filling, scanning of documents & digitalizing
 - Perform tire and battery burning
 - Waste separation, cleaning and optimized placing of waste bags
 - Performing of monthly maintenance jobs, example painting & other small carpeting jobs

- 2) Fuel Back-up
 - Replenishment of all Light Duty Equipment at the Old - and the New FODF
 - Be present when replenishment of Heavy Duty Equipment is being done at the East - and the West Side of the FODF or at the New FODF
 - Update of the amount of replenished Gasoline and/or Diesel Fuel on the Fuel Sheets (Light Duty & Heavy Duty)
 - Make copies of Heavy Duty Fuel Sheets and deliver to Maintenance Department when necessary
 - Deliver the various Fuel Sheets at the Consumables Desk
 - Make sure that the Fuel Farm is clean in cooperation with the casual

- 3) Warehouse assistance at issue counter
 - Pick EAM & internal pick slips & deliver to Junior / senior warehouse man to process further
 - Assist in delivering of items and let end user sign
 - Perform daily housekeeping at issue counter
 - Organizing and cleaning of warehouse racks & locators (yard and containers included)
 - Assist with filling and archiving of documents

- 4) Warehouse assistance at receiving section
 - Assist with de-stuffing of cargo trucks and or containers
 - Assist with put away (indoor and outdoor)
 - Assist with filling and archiving of documents
 - Assist dispatcher with delivering of items to end users

- 5) Projects
 - The person who is assign to this task must be capable to do all kind of projects within the Warehouse: Issue Counter, Receiving Section, the Warehouse Yard, Repairable Bound
 - Sufficient knowledge of Troubleshooting

General:

All other duties that are an extension of the job are considered to be included within this job description and should be performed as such. Employees will be assigned a section of responsibility (point 01 to 05 above). Assignment section will be determined by Warehouse leadership. Assignment section can change, without notice, depending on workload requirements.

Qualifications

- Education equivalent to junior high (MULO, LBO) or high school
- Computer skills to include a working knowledge of Microsoft Office (Word, Excel, Outlook)
- Good knowledge, skills and experience in at least 2 (two) sections of helper JD
- Good understanding/practical application of Warehouse principles
- Operator skills for material handlers (lift trucks & or vehicles)
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch
- BE – Driver License

Water Distribution and Transportation Attendant

In this dynamic role, you will be responsible for both water distribution and transportation. Your primary focus will be ensuring the hydration needs of various locations are met, while also contributing to the safe mobility of passengers. Your attention to detail and commitment to reporting and maintaining equipment will play a vital role in maintaining the efficiency of the water bottling process in the Mill department.

Responsibilities

Water bottling, distribution and Passenger transport in a safe and timely manner.

- Bottling and replenishing water supplies to meet the demands of designated locations.
- Monitoring and maintaining the water bottling equipment; reporting any flaws or problems promptly.
- Tracking and managing inventory supplies needed for water bottling.
- Cleaning and sanitation of refill locations.
- Accurate data logging of the sanitation and cleaning schedule.
- Accurate data logging of bottling production and distribution.

Simultaneously, you will be responsible for transportation-related tasks:

- Safely operating vehicles such as cars, pickup trucks, and small passenger buses.
- Picking up passengers from designated locations and ensuring timely arrivals.
- Performing regular pre-inspections to ensure the vehicles are mechanically sound and in top running order.
- Submitting reports after each trip and collision reports when necessary.
- Maintain the interior and exterior cleanliness of the vehicles.

Qualifications

- Minimum of LTS/Mulo/LBO diploma.
- Basic Food Safety and Food handlers certification.
- Valid Surinamese driver's license (BEC).
- Basic knowledge of water purification and food safety.
- A clean driving record with no traffic violations.
- Working knowledge of basic automotive maintenance procedures.
- Good organizational and time management skills.
- Knowledge of area roads and neighborhoods.
- Ability to lift heavy packages and luggage.
- Availability to occasionally take night shifts.
- Ability to remain calm in stressful driving situations (e.g. at rush hour).
- Demonstrate safe, efficient and productive operation.
- Ability to communicate effectively in English and Dutch.

Applicable Departments

- Camp Management - Water and Food distribution

Welder

The Welder uses hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. He or she must be competent in using welding equipment and following all safety precautions. The ideal candidate will also have a steady hand and great attention to detail.

Responsibilities

- Determine the appropriate welding tools and methods based on requirements
- Operates manual or semi-automatic welding equipment to fuse metal segments, using processes such as gas tungsten arc, gas metal arc, and flux-cored arc, plasma arc, and shielded metal arc, resistance welding, and submerged arc welding.
- Set up components for welding according to specifications (e.g. cut material with powered saws to match measurements). Align components using calipers, rulers etc. and clamp pieces
- Weld components using manual or semi-automatic welding equipment in various positions (vertical, horizontal, or overhead)
- Repair machinery and other components by welding pieces and filling gaps
- Ignites torches or starts power supplies and strikes arcs by touching electrodes to metals being welded, completing electrical circuits.
- Detects faulty operation of equipment or defective materials and notifies supervisors.
- Clamps, holds, tack-weld, heat-bend, grind or bolts component parts to obtain required configurations and positions for welding.
- Monitors the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of materials.
- Examines work pieces for defects and measures work pieces with straightedges or templates to ensure conformance with specifications.
- Lays out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.

Qualifications

- Technical school diploma LTS
- Minimum of 3 years' proven experience as a welder in Heavy Equipment or mining field.
- Certificate of completion of an Oxyacetylene/Electric Arc or Stick welding Program based on the ISO standard
- Experience with Oxyacetylene cutting and preheating
- Experience with stainless steel welding, pipe welding and aluminum welding
- Knowledge of Stick (1F, 2F, 3G, 4G), Mig, Tig, welding methods
- Knowledge and use method to control distortion
- Ability to read and interpret technical documents and drawings
- Ability to carry out assigned tasks with a minimum of supervision
- Demonstrate safe, efficient and productive operation
- Ability to communicate effectively in English and Dutch

Applicable Departments

- Capital Project , Surface Support
- General Services, Camp Support
- Mill Maintenance
- Mine Maintenance