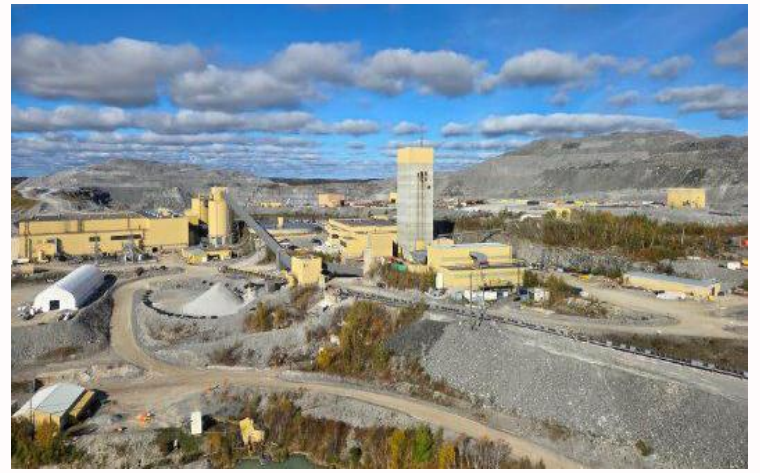


## Hiring Fixed Plant Maintenance Planner

The Hemlo Mine (“Hemlo”) is a long-life, fully integrated gold mining operation located approximately 35 km east of the town of Marathon in Northwestern Ontario, Canada. With more than a decade of reserves and significant exploration upside along the proven Hemlo greenstone belt, the organization is positioned to unlock the next chapter of growth at one of Canada’s premier gold districts.



### Your new role

The Maintenance Planner ensures that all routine maintenance activities in the process division at Hemlo are appropriately planned (with Production and Maintenance) so that the work can progress in a safe, environmentally responsible, efficient, cost-effective and repeatable manner. The Maintenance Planner will optimize, and monitor compliance to, preventative maintenance programs and schedules for all processing facilities and ancillary equipment.

- Develop, maintain, and optimize short and long-term maintenance plans and schedules.
- Coordinate with Maintenance and Production teams to align maintenance activities with operational priorities.
- Create, manage, and close work orders within SAP (CMMS), ensuring accuracy and completeness.
- Support backlog review processes, including prioritization and scheduling of work.
- Order required parts, tools, equipment, and external services through SAP.
- Track preventative maintenance (PM) compliance and follow up on overdue or incomplete work.
- Communicate with maintenance supervisors to ensure timely return and proper documentation of PMs.
- Perform scanning, filing, time entry, and maintenance documentation control as required.
- Provide planning and administrative support to the broader Maintenance Planning team.
- Actively participate in safety meetings, town halls, and continuous improvement initiatives.
- Demonstrate strong time-management skills, including the ability to work independently and adapt to changing priorities.

### What you'll need to succeed

- Previous experience in maintenance planning or maintenance clerical roles.
- Strong working knowledge of SAP and the ability to effectively operate within a CMMS.
- Solid understanding of maintenance standards, procedures, and preventative maintenance programs.
- Mining plant experience is considered an asset.
- Strong organizational, prioritization, and problem-solving skills. Proven ability to follow up, provide feedback, and support the full maintenance planning cycle

### What you'll get in return

- Relocation & housing assistance available for all roles
- 4x3 rotation to support strong work-life integration
- 100% employer-paid benefits including health, dental, vision, and paramedical coverage
- Educational assistance for Hemlo employees & scholarships for the dependents of Hemlo employees
- Above-market wages and salaries, with bonus programs and 12% pension contributions for all roles
- Clear opportunities for career progression and internal mobility
- Direct access to senior leadership and on-site mentorship

Hays Recruitment in proud partnership with Hemlo Mining Corp.

If you're interested in this role talk to [Danielle.Furtado@hays.com](mailto:Danielle.Furtado@hays.com), the specialist consultant managing this position or call us at **4162036743**.

If this job isn't quite right for you, but you are looking for a new position, please contact us for a confidential discussion about your career.