



Mine Operations Coordinator

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

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

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

Mine Operations Coordinator

Position Description:

The Mine Operations Coordinator acts as a key liaison between Mine Operations and Technical Services teams, supporting the effective execution of the underground mine plan. This role ensures alignment between short-term operational activities and longer-term planning objectives by working closely with operations leadership and technical teams.

The Mine Operations Coordinator supports the Underground Operations team including the Superintendent, Mine Captains, and Supervisors in executing the approved monthly 3-month plan, and annual budgets. This position plays a critical role in translating technical plans into practical daily and weekly activities, while monitoring progress, identifying gaps, and supporting adjustments required to achieve production and development targets.

The role requires strong underground presence, technical understanding, and collaboration to ensure safe, efficient, and disciplined execution of the mine plan.

Responsibilities:

- Act as the primary liaison between Mine Operations and Technical Services, ensuring clear communication and alignment of priorities.
- Support the Underground Operations leadership team in executing the approved monthly, 3 month rolling plan, and annual budget.
- Assist in translating medium and long-term mine plans into actionable weekly and daily operational plans.
- Work closely with Supervisors and Mine Captains to ensure plans are understood, achievable, and effectively executed.
- Monitor adherence to plan and provide feedback on performance, identifying variances and recommending adjustments as required.
- Participate in daily, weekly, and monthly planning meetings to support coordination between departments.
- Conduct regular underground visits to active headings to verify conditions, support planning decisions, and ensure alignment with design and intent.
- Support data collection, validation, and entry related to production, development, and operational performance.

- Prepare and maintain accurate reports, tracking progress against plan and highlighting risks or constraints.
- Collaborate with Technical Services on design updates, ventilation considerations, sequencing changes, and optimization opportunities.
- Provide technical support to operations in resolving day-to-day challenges that impact plan execution.
- Promote safe work practices and ensure alignment with site procedures, OHSA requirements, and company standards.
- Support continuous improvement initiatives focused on productivity, efficiency, and plan reliability.
- Other duties as assigned and required.

Qualifications:

- Bachelor's degree in Mining Engineering or related discipline — required.
- Minimum 3–7 years of underground hard rock mining experience.
- Practical underground experience in production and/or development environments — asset.
- Experience in mine design, drill and blast, and short-term planning — required.
- Strong understanding of underground mining methods, sequencing, and operational constraints.
- Experience working between technical and operations teams is considered a strong asset.
- Proficiency with mine planning and reporting software (e.g., Deswik, Datamine, or equivalent) — preferred.
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and interpersonal skills, with the ability to work effectively across departments.
- Ability to manage multiple priorities and adapt to changing and changing operational requirements.
- Valid driver's license — required.
- Ability to work in all underground environments, including confined spaces and at heights.
- Ability to walk long distances on uneven terrain, ramps, and drifts.
- Tolerance to noise, vibration, dust, water, humidity, and temperature extremes typical of underground mining.
- Ability to wear required PPE including respirators, hearing protection, and fall protection when required.

Candidates must successfully complete a pre-employment Fit-for-Duty assessment, including drug and alcohol screening. The role follows a 7x7 or 14x14 rotation with 12-hour day shifts. Preference will be given to locally based candidates able to work on a residential schedule, however this position qualifies for DIDO/FIFO with travel, camp, and meals provided.

What We Can Offer You

- Base salary range from \$85,000 to \$120,000 per year, depending on experience and qualifications.



- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities

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

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

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

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