



August 21, 2025

Position: Mine Clerk

Location: Hammerdown Project – King's Point, Newfoundland and Labrador

Full Job Description

Maritime Resources Corp. is looking for a motivated and enthusiastic Mine Clerk to provide general clerical support and document control to the mine and technical services teams for Maritime's operations at the Hammerdown site. The Hammerdown Project is currently under construction and will transition to operations in the near future.

Reporting to the Operations Manager, the Mine Clerk is accountable for providing general clerical support to the mine and technical services team. The Mine Clerk will assist the with creating and maintaining mine operating reporting and cost management, coordinating schedules and time sheets, as well as assisting accounting with payroll inputs and month end processing.

Key Functions:

- Adhere to and support all health, safety and environmental rules and procedures and company policies
- Provide clerical and administrative services for Mine operations as required, including but not limited to preparing correspondence, reports, memorandums, notices, etc. from a variety of source documents or handwritten notes
- Generating daily, weekly and monthly reports as required
- Support the input and analysis of mill operations related data (for reporting purposes)
- Coordinate and schedule site visits as approved by the Mine Manager
- Maintaining stationary supplies, booklet binding, photocopying, creating mailing labels
- Maintain mill operations procedures and other documents using prudent and standard document control processes
- Support payroll duties as necessary
- Assist the accounting team with report generation and month end transactions
- Coordinate scheduling and vacation for Mine employees
- Distribute incoming and outgoing mail
- Assist other departments with clerical overflow as required
- Perform other related duties as assigned

Qualifications:

- Relevant knowledge and skills equivalent to that gained through a minimum of five (5) years clerical/secretarial experience preferred
- Proven knowledge of office management/administrative support practices and procedures required
- Proven ability to handle confidential information with discretion required
- Proficiency and demonstrated experience with Microsoft Office (Excel, Word, Outlook, PowerPoint, etc)
- Familiarity with electronic filing systems preferred
- Proven ability to communicate and interact optimally with a wide variety of people
- Excellent writing, editing, communication, organization and interpersonal and customer service skills required
- Work experience for a similar role in an operations environment is an asset

Why Join the Maritime Team?

Maritime is about to embark on an exciting transformation, becoming one of Newfoundland and Labrador's next gold producers. As a member of our team, you will work to shape our future success as we look to develop our Hammerdown Gold Project. Maritime supports a work culture of inclusivity and collaboration, and our plans for future development provide opportunities for growth and professional development. The surrounding landscape of our operations are complemented with rural community hospitality and a great family setting. Become a Maritime team member for a fulfilling and dynamic career adventure.

About Maritime Resources Corp.:

Maritime (TSXV: MAE) is a gold exploration and development company focused on advancing the Hammerdown Gold Project in the Baie Verte District of Newfoundland and Labrador, a top tier global mining jurisdiction. Maritime holds a 100% interest directly and subject to option agreements entitling it to earn 100% ownership in the Green Bay Property which includes the former Hammerdown gold mine and the Orion gold project. Maritime controls over 439 km² of exploration land including the Green Bay, Whisker Valley, Gull Ridge and Point Rouse projects. Mineral processing assets owned by Maritime in the Baie Verte mining district include the Pine Cove mill and the Nugget Pond gold circuit.