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**Energy Management Assistant**  
**Four month Term, Full Time**

The Red Chris mine is recruiting an Energy Management Assistant to assist with the energy management program. This position is for work at the remote Red Chris mine located 80 km south of Dease Lake, BC, in Tahltan traditional territory. The successful applicant will be required to work and stay in camp during their two week shift rotation. We offer a number of designated flight marshalling points within BC. Qualified applicants from the local communities are encouraged to apply

Reporting to the energy Manager and at times the Process Control Engineer, the successful candidate will be responsible to assist with the continued development of the energy management program using Red Chris' Energy Management Information System (EnMIS) and enterprise historian (Capstone's PARView)

**RESPONSIBILITIES**

- Update electrical single line drawings, motor plate inventories, and energy balance;
- Update and implement the Communications and Engagement Strategy including the information kiosks required in the Strategy
- Conduct outreach with other departments through the employee awareness program
- Manage the energy conservation measures suggestions program;
- Carry out spreadsheet modeling and analysis of complex real-world energy systems
- Maintain and update program management databases and tools
- Technical report writing and data analysis through Microsoft Office and other software

**QUALIFICATIONS AND EXPERIENCE**

- Completion of third year of an engineering program at an accredited post secondary institution
- Proficiency in MS Office Applications (Word, PowerPoint, Excel)
- Excellent numerical and analytical skills and proficient technical writing ability
- Excellent communication and interpersonal skills
- Ability to influence and persuade on the importance of reducing energy consumption
- Team player with the ability to work in a fast-paced environment
- Experience working at a remote mine site is an asset
- Valid Drivers License

**QUALIFIED APPLICANTS CAN SEND THEIR RESUME AND COVER LETTER IN MS WORD OR PDF FORMAT TO:**  
Red Chris Development Company - hr@redchrismine.ca  
Please include position title in the subject line of email  
Only applicants selected for an interview will be contacted

POSTING DATE: July 3, 2019

CLOSING DATE: July 24, 2019

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