LAKE SHORE GOLD
a subsidiary of
PAN AMERICAN SILVER

- **Excellent opportunity to continue your career with an established industry leader**
- **Receive a competitive salary and a wide host of benefits**
- **Develop yourself professionally and contribute to a growing organization!**

About the Organization

Lake Shore Gold, a subsidiary of Pan American Silver, is located in Timmins, Ontario. The Bell Creek Complex located approximately 20 kilometers northeast of Timmins, Ontario, consists of an underground mine and processing facility. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt, with ore mined by narrow vein longhole stoping methods. Ore is then transported to surface via a modern one thousand eighty metre deep shaft capable of forty-eight hundred tonnes per day.

The milling facility is a conventional free milling gold circuit consisting of crushing, SAG milling, leaching, CIL and CIP, stripping and refining. The mill currently processes up to 232 tonnes per hour from two separate mines and disposes of its tailings via conventional end of pipe discharge. (used only for Mill postings)

The Timmins West mine is located approximately 18 kilometers west of Timmins, Ontario, one of the world's most prolific gold camps. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt. The Timmins West mine is comprised of the Timmins deposit, the Thunder Creek deposit, and the 144 Gap deposit. All three deposits are interconnected by underground drifts.

For more information, please visit our website.

About Timmins, Ontario

Timmins is a vibrant community of 45,000 residents that is a central hub for Northeastern Ontario. People can enjoy recreational activities such as camping, world class fishing, nature, and snowmobile trails. Direct flights to Toronto are available at the local airport via multiple carriers. There are many support networks in the community including the local Timmins and District Hospital, local sports leagues for children and adults (hockey, baseball, basketball, etc.), golf courses, both cross-country and downhill ski resorts, a community pool, and many other community events that provide entertainment throughout the year - fairs, carnivals, concerts, and more!

About the Opportunity

We are looking to hire a **Accounts Payable Clerk (Remote)** to join our **Timmins Operations** team in **Timmins, ON.**, on a full-time basis**.** The schedule for this position is Monday-Friday, 8 hrs/day or 4 on, 3 off, 10hrs/day.

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Compensation: This position offers a base salary range of $50,000 to $65,000 annually, based on qualifications and experience.

Vacancy Status: This is an **existing vacancy**. The successful candidate may begin as soon as possible.

Please note that this is a remote role with occasional on-site presence required.

The role of the **Accounts Payable Clerk** will ensure that all invoices and payment requests from LSG are received, validated and vouchered in a timely manner for Timmins operations based on the predetermined Accounts Payable procedures of Lake Shore Gold. You will communicate directly with employees and suppliers to provide or retrieve required information and follow process for month end accruals as set out in procedures.

Reporting to the Accounts Payable Supervisor or designate, the **Accounts Payable Clerk** will have the following responsibilities:

- Take responsibility for all receiving, validating and vouchering of all payable invoices and payment requests applicable to Lake Shore Gold Corporation.
- Follow all procedures leading to the accurate and timely vouchering of all LSG invoices
- Provide un-posted invoices for month end accruals as set out in procedures
- Communicate directly with employees and suppliers to either supply or retrieve required information
- Such other duties as may be assigned from time to time

More About You

While our ideal candidate has the following qualifications, we welcome applicants who may not meet every criterion to apply.

The following will be critical to successfully performing this role:

- College Diploma in Accounting or Business Administration
- Solid knowledge of accounts payable practices and procedures
- 3-5 years of relevant industry experience
- Accurate data entry skill with focus on attention to detail
- Self-motivated with strong time management capacity
- Strong organizational skills and ability to communicate orally and electronically with all levels of the Company
- Excellent computer aptitude for hardware and accounts payable software
- Ability to work in a fast-paced office focused on meeting required deadline
- Applicants must be eligible to work in Canada.

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Overall, you are a motivated team player who demonstrates compliance with all health and safety regulations.

About the Benefits

In return for your hard work and dedication you can expect to receive a **competitive annual salary**, as well as the following benefits:

- Profit Share (bonus)
- Flexible Work Schedules
- Company-paid extended medical, prescription, dental, and vision benefits
- Wellness Spending Account
- Health Care Spending Account
- Company-paid pension plan with 8% company contribution
- Basic life/accidental life insurance
- Long-term disability coverage
- Employee Assistance Program
- Telemedicine Virtual Primary Care via *Dialogue*
- Competitive Paid Vacation Entitlements
- Paid pregnancy and parental leave

Don't miss out on this unique opportunity to take the next step toward your career goals with an industry leader - apply now!

To express your interest in this position please forward your resume to:

Lake Shore Gold - Human Resources
P.O. Box 1067
Timmins ON
P4N 7H9
Email: HR@ca.panamericansilver.com
Fax 705-269-4936

Lake Shore Gold is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and all aspects of employment including the decision to hire or promote will be based on merit, competence, performance, and business requirements. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

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