



MINTO EXPLORATIONS LTD.

A Subsidiary of Capstone Mining Corp.

P.O. BOX 33174 · WHITEHORSE, YT · Y1A 6S1 · CANADA · TEL: 604.759.0860 · FAX: 604.759-0861

Capstone Mining Corp.

Capstone Mining Corp. is a publicly traded Canadian mining company whose primary focus is to operate, expand and explore the Company's two producing copper mines: Cozamin mine, Zacatecas State, Mexico and the Minto mine in the Yukon, Canada. Capstone also aims to grow through reserve expansions at its operating mines, through the development of its deposit in Kutcho, BC and Mergers & Acquisitions.

As a Capstone Mining Ltd employee you will become part of a supportive, performance-driven and dynamic environment. You will be given the opportunity to expand your knowledge and skill set working alongside dedicated employees from a variety of backgrounds and cultures. We place the highest priority on employee safety, protecting the environment and enhancing the development of the communities where we operate. By joining the Capstone team, you will become part of an inclusive and loyal team where you will be supported in your career growth through training, diverse opportunities and professional development.

Job Title

Maintenance Clerk

Reports To

Maintenance Manager

Key Responsibilities

- Working safely at all times, in compliance with Company policies and Yukon OH&S regulations
- Provide assistance to the maintenance department with tracking of work orders
- Assisting with and/or performing general clerical/secretarial activities
- Data Entry, including Purchase Requisitions and Time Sheets
- Tracking invoices against Purchase Orders
- Maintain files
- Weekly and Monthly Reporting Assistance
- Promote team-building at all levels, and a respectful cross-cultural work environment
- Other duties as may be required by the Company

Qualifications and Experience

- Minimum two years office experience
- Post-Secondary Degree in Business Administration, or equivalent experience
- Strong Communication skills
- Advanced experience in MS Office suite, including Word, Excel and Outlook

Working Conditions (Physical and Environmental Demands)

Schedule is rotational in a camp environment. This position requires working at a remote worksite one week working at site, and one week off site.

Location

Minto

Santo Domingo

Vancouver Head Office

Cozamin

Other: _____

Contact Details

Name Christie Gray

Title Human Resources Coordinator

Phone No phone calls please, only those selected for an interview will be contacted.

Email humanresources@mintomine.com