

Job Description_ Camp Superintendent

Purpose of the Role

Reporting to the Camp Manager, the Camp Superintendent helps to oversee all camp services, including housing, catering, laundry, maintenance, and other camp administration activities.

Key Areas of Responsibility and Duties

Includes, but not limited to

Manage all aspects of camp services for the Tasiast Mine Site including:

- Camp Operations management, budget development, problem solving and cost control
- Oversee the delivery of camp services, including catering, housekeeping, accommodation and related support services, ensuring compliance with company standards and contractual requirements
- Maintaining communication, ensuring camp services like supply of fresh water are available and supervising catering services
- Manage all camp inventory, including ordering supplies, fuel and equipment; while ensuring Business Partner maintains adequate food and essential supplies for camp operations
- Work with site Health and Safety group to ensure proper procedures are established and adhered to from a camp operations perspective
- Monitor camp premises and carry out preventive maintenance periodically to ensure that the company's health and safety policies are adhered to, and housekeeping and hygiene highest standards are met to create a safe and healthy environment
- Manage all on site recreation facilities
- Ensure accommodation and service facilities are well maintained and meet company standards
- Supervise staff to ensure effective performance of assigned job duties and conduct yearly performance reviews
- Ensure work is performed in an efficient, safe, and environmentally responsible manner
- Ensure food services meet health, hygiene and quality standards while monitoring resident satisfaction and identifying opportunities for service improvement
- Monitor contractor performance, ensuring compliance with contractual obligations, KPIs, service level agreements (SLAs), and company standards
- Identify opportunities for continuous improvement, operational efficiency, and cost optimization while maintaining service quality and safety standards
- Build and maintain effective communication and collaboration with site departments, contractors, and key stakeholders to ensure efficient camp operations and high service standards

Minimum Qualifications & Skill Requirements

- University degree in an appropriate field
- Additional applicable educational or technical training
- 8-10 years' experience in management of catering, housekeeping, maintenance and administration of remote camps
- Willingness to work in adverse weather conditions required
- Ability to communicate effectively both orally and in writing
- Ability to work with others in a team environment
- Capacity to meet deadlines often under pressure and adverse conditions
- Ability to organize and motivate team members
- Strong management, organizational and interpersonal skills
- Proficiency in Microsoft Office
- Good written and spoken English communication skills
- Experience working in multicultural environment
- Strong customer service and stakeholder management skills