



Martabe Gold Mine is managed and operated by PT Agincourt Resources. The mine covers an area of 30 km² that falls under the sixth generation of Contract of Work (CoW) covering a total area of 1.303 km².

The resource based on 31 December 2018 includes 8.1 Moz of Gold and 69 Moz of Silver, with economic ore reserves of 4.5Moz gold and 34Moz silver. Production commenced at Martabe on 24 July 2012. The operating capacity of Martabe Gold Mine is 5.9Mtpa ore to produce in excess of 350,000 oz of Gold and 2-3 Moz of Silver per annum.

PT Agincourt Resources engages approximately 2,600 employees and contractors which more than 70 % have been recruited from South Tapanuli and other regions in North Sumatra.

PT Danusa Tambang Nusantara (PTDTN) is the majority shareholder of PT Agincourt Resources with a total 95% of the shareholding. The shareholders of PTDTN are PT United Tractors Tbk 60% and PT Pamapersada Nusantara 40%. These companies are part of the PT Astra International Tbk group. The 5% share ownership is owned by the Government of South Tapanuli Regency and North Sumatra Province (local governments).

To strengthen the existing maintenance management team and to ensure the achievement of the company objectives, the Martabe Gold Mine is looking for candidate to fill the role:

JUNIOR ADMINISTRATOR – PROJECT (PD 1907047)

This position **will be based at Martabe Site in Project Development Department**, working on schedule **4 Weeks on; 2 weeks off** and reports directly to **Project Manager**.

The role of the **Junior Administrator - Projects** is to act as the point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports and organizing company records, ultimately to ensure projects administrative activities run smoothly on a daily and long-term basis.

Candidates for this role would be expected to have the following qualifications and experience:

1. Minimum Diploma in Secretarial or Business Administration.
2. Working Experience minimum 2 years or more as secretary or administrator. Preferably ever worked at PTAR or Contractor.
3. Able to use INX & Pronto System.
4. Familiar with office equipment and office management tools.
5. Experience & confidence in the use of Microsoft Excel, Office & computer networks.
6. Able to communicate in English effectively.
7. Superior work ethic, be able to effectively communicate with all staff and display a high degree of respect to the local people and their culture.
8. Female preferred.

If you believe, you possess the skills, qualification and experience to fill in the position, please send in your CV complete with your **latest photograph** by quoting the position title & code on the email subject, no later than **August 14, 2019**, to:

Human Resources Department – PT Agincourt Resources

PTAR.Recruiting@agincourtresources.com