Exploration Geology Database Administrator

Overview of Property

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 390 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur D'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

Health & Welfare Benefits

Greens Creek is pleased to offer competitive compensation and a comprehensive and flexible benefit plan to provide Health and Welfare, and income protection coverage for employees and their eligible dependents. Employees can customize their benefit plans to the level of coverage desired as well as to the needs of their dependents. In addition to the flexible coverage options, the company makes a significant contribution towards the cost of the benefits.

Community

Juneau, Alaska's capital is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as good education system, year round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather and a strong sense of community. Juneau is also rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Position Summary

Manage the AcQuire and GIS databases of the Greens Creek surface exploration program.

Essential Functions and Responsibilities of the Position

Maintain and update the exploration geological database.

Data entry, validation and reporting of all assays, concerning exploration data.

Ensures accurate sample tracking of all core sampling from onsite collection to dispatch to external laboratories.

Monitor all assay results, ensuring QA/QC standards are maintained.

Ensures that all drill and geological data is accurately entered into the database.

Generate queries and reports of data.

Assist with preparation of weekly and monthly Geology reports as required.

Interact as needed with assay labs to audit data.

Train junior staff in data entry, validation and QA/QC systems.

Maintain continuous improvement in data capture and reporting systems.
Ensure the Acquire database is backed up, install upgrades on and liaise with software vendors on support issues.

Maintains departmental compliance with all local, state, federal and company rules.

Demonstrates required behavioral skills including productive communication, cooperation, productivity, initiative, creativity, dependability.

Performs other related duties as required and assigned. This position may require occasional work on nights or weekends. Daily commute by boat and bus to the work site on Admiralty Island required.

Minimum Education and Experience Requirements *(must be documented in application)*

A degree in Geology, Geological Engineering or equivalent preferred but, not necessary. Experience in exploration and mining geology preferred. 2+ years exposure to databases and mining-related computer software preferred.

Training/Special Skills

Proficiency in Access, AcQuire, Datamine, etc. Solid knowledge of geological-related QA/QC standards and methods. Expertise in GIS software.

Applications & Resumes
Pay is based on experience and includes a competitive benefits program. Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an official application form.** Application forms can be obtained from Juneau Job Center or at [http://www.hecla-mining.com/documents/HGCMCAPPLICATION2009withinstructions.pdf](http://www.hecla-mining.com/documents/HGCMCAPPLICATION2009withinstructions.pdf) and completed applications should be forwarded to:

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