
CA ENGLISH VERSION**Accounting & Administrative Assistant**

Location: Val-d'Or, Québec

Abitibi Metals Corp.

Full-Time | Permanent

Salary: \$45,000 – \$60,000

Join a Growing Mining Company in the Abitibi Region

Abitibi Metals Corp. is a public mining exploration company advancing copper and gold projects in the Abitibi Greenstone Belt.

We are seeking a reliable and organized Accounting Assistant to support our Québec operations. Based in Val-d'Or, this role provides day-to-day accounting and administrative support to ensure accurate financial records and smooth office operations.

This is an excellent opportunity for someone looking to build experience in the mining sector and grow within a stable and expanding company.

Key Responsibilities**Accounting Support**

- Process accounts payable and vendor invoices
- Assist with accounts receivable and reconciliations
- Support bank and credit card reconciliations
- Help prepare month-end documentation
- Maintain accurate financial records and filing systems

Cost Tracking & Administrative Support

- Assist with tracking exploration expenses by project
- Support budget monitoring and data entry
- Organize contractor documentation and expense reports

Payroll & Compliance Support

- Assist with payroll processing
- Support GST/QST and DAS remittances

Office Administration

- Support daily administration of the Val-d'Or office
 - Coordinate with field teams and corporate finance
 - Maintain organized digital and physical records
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Qualifications

- Diploma or degree in Accounting, Finance, or Business Administration
- 1–3 years of accounting or bookkeeping experience
- Strong attention to detail
- Proficiency in Excel and accounting software
- Comfortable communicating in both English and French
- Experience in mining or construction considered an asset

You are dependable, organized, and comfortable working in a fast-paced operational environment.

Compensation & Benefits

- Base salary: \$45,000 – \$60,000
- Health & dental benefits
- Paid vacation
- Opportunity to develop within the company

Equal Opportunity Employer

At Abitibi Metals, we believe that diversity fuels innovation. We are committed to creating an inclusive environment for all employees. Abitibi is proud to be an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

How to Apply: To apply, please send your CV and cover letter to Exploration Team at careers@abibimetals.com before March 15, 2026.

Join us in unlocking the full potential of the Abitibi Greenstone Belt!