



TSXV: NGC | OTC: NGPHF | XSTU: 0NG | FRA: 0NG

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## JOB DESCRIPTION

**Job Title:** Mine Planner  
**Superior:** Pit Superintendent, (Technical Services Manager)  
**Subordinates:** N/A

## LOCATION

Lac-des-Îles Mine, Quebec (Mont-Laurier, Quebec)

## POSITION SUMMARY

The Mine Planner is responsible for developing and maintaining short- to mid-term mine plans, including blast design, production tracking, and operational data management. This role ensures alignment with budgeted ore/waste targets, safe mining practices, and consistent feed to the processing plant. The Mine Planner works closely with the pit supervisor, grade control geologist, mine technician, and operations teams to deliver effective and efficient open-pit mining operations at the Lac-des-Iles graphite mine.

## KEY RESPONSIBILITIES

### 1. MINE PLANNING & SCHEDULING

- Develop weekly, monthly, and quarterly mining plans to support production forecasts.
- Determine and sequence drilling and blasting layouts in line with ore body geometry and budget targets.
- Create and update pit designs, pushbacks, and production scenarios using Deswik software.
- Coordinate with the mining engineer and pit supervisor to ensure execution of the mine plan.

### 2. DRILLING & BLASTING OVERSIGHT

- Plan and schedule drill/blast activities with subcontractors and site operations.
- Track drilled meters and verify that blasting activities meet production goals and design parameters.
- Monitor explosive usage and ensure optimisation of blasting procedures.
- Collaborate with blasters ensure accurate implementation of drill/blast plans.

### 3. RECONCILIATION & REPORTING

- Compile daily production data including ore and waste tonnes hauled.
- Reconcile planned vs. actual production and address variances.

- Prepare monthly reports on production metrics and plant feed alignment.
- Ensure consistency between field activity and plant-received material

#### **4. DATA MANAGEMENT & REPORTING**

- Maintain accurate records of mine plans, blast designs, and production data.
- Manage data flow between geology, survey, operations, and plant departments to support reconciliation.
- Work with the Technical Services team to ensure alignment between pit activities and geological models.
- Support digitalization initiatives related to operational data capture and reporting.
- Assist with database updates and ensure integrity of key inputs used in planning and reporting

#### **5. CROSS-FUNCTIONAL COLLABORATION**

- Work collaboratively with geology, survey, drilling & blasting, and operations teams to integrate daily pit activities.
- Participate in pre-blast reviews, daily pit meetings, and site planning sessions.

#### **6. CONTINUOUS IMPROVEMENT**

- Identify and implement improvements to drilling & blasting, planning and reconciliation workflows.
- Assist in the development and maintenance of planning databases and standard operating procedures.
- Train junior staff and technicians as required.

## **QUALIFICATIONS | EDUCATION**

- Bachelor's degree in Mining Engineering, Geology or related field.
- Minimum 1–3 years of mine planning, drilling/blasting coordination, or production data management. Open pit experience preferred.
- Proficient in Microsoft Office. Familiar with Deswik CAD and mining databases.
- Familiar with reconciliation workflows.
- Strong understanding of mine planning and scheduling and data management.
- Excellent communication and teamwork skills; comfortable working in a fast-paced field environment.
- Valid driver's license; ability to work in remote and physically demanding environments.

## **KEY PERFORMANCE INDICATORS (KPIs)**

- Timely execution of mine plans and accurate drill/blast sequencing.
- Reliable data capture and accurate reporting of key production metrics.
- Effective coordination with contractors and internal departments.
- Reconciliation variance (tonnes and grade).
- Contribution to continuous improvement and digital transformation efforts.
- Safety and environmental compliance.

## APPLY

Please submit your resume and application details by email. Use the title of the job description as the subject line.

Email Human Resources at [hr@northerngraphite.com](mailto:hr@northerngraphite.com)