



**Internal Vacancy
(Lab Assistant)**

This position will be based at the mine site, processing department and will report directly to the Lab Technician.

Key responsibilities:

- Sampling, sample preparation and operation of analytical equipment according to Standard Operating Procedures.
- Performing Chemical Analysis according to Standard Operating Procedures
- Producing accurate and reliable results timeously and interpret results correctly.
- Reporting of non-conformance results.
- Research relevant topics and gather information/data.
- Document all activities, record results and upload/retrieve data on the laboratory reporting platform.
- Conduct risk assessments when performing routine tasks.
- Troubleshooting of instruments and assist during instrument maintenance.
- Adhere to Quality Assurance and Quality Control Standards and Procedures.
- Perform general housekeeping.
- Adhere to all Company policies, procedures and HSE guidelines and partake in safety initiatives and activities, to achieve section's targets.
- Provide administrative assistance.

Key requirements:

- Grade 12 certificate, with a minimum of 20 points.
- A tertiary qualification/on-the-job training relevant to the mining industry would be advantageous.
- A minimum of 3 years' experience in analytical laboratories preferably in the mining industry.
- Report writing and analytical skills are required.
- Experience in x-ray fluorescence analysis will be advantageous.
- Microsoft Office Suite experience.
- Valid BE driver's license.

Internal candidates from previously disadvantaged designated groups are encouraged to apply. A cover letter accompanied by a detailed CV, certified copies of relevant qualifications should be forwarded to the following email address: HR.Uis@andradamining.com or hand delivery into the application box at HR office Mine site/Town office. Please indicate the position you are applying for, on the email subject line.

Closing date: 09 April 2025