



WHITEHAVEN'S NEW WORLD-CLASS UNDERGROUND COAL MINE IN NEW SOUTH WALES IS NOW RECRUITING

Whitehaven's Narrabri North mine will move from the construction phase to operations in early 2010. As a result of this, the following opportunities are currently being offered to individuals looking to join this dynamic, rapidly growing, Australian company. The world class operation will produce 6 million tonnes per annum of product coal. The mine is located near the town of Narrabri in the Narrabri Shire which has a population of approximately 14,000, and is conveniently located halfway between Brisbane and Sydney. It is two and a half hours from the Queensland border and is well serviced by road, rail and air.

Whitehaven Coal Limited is the leading coal producer in New South Wales' Gunnedah Basin. The company has been operating in partnership with the northwest NSW community since 1999. Whitehaven is listed on the Australian Securities Exchange ASX:WHC. You can find further information about Whitehaven Coal, the Narrabri North mine and the Narrabri region on the company's website: www.whitehavencoal.com.au

For further information regarding any of the roles please contact: Gerry McDonald Manager - Human Resources on 02 6794 4755. All applications should be made through the company's website www.whitehavencoal.com.au

COMMERCIAL TEAM

Paymaster

Ref # 4001

Ideally, the candidate will have previous experience in coal mining payrolls, and it will be an advantage to have Pulse Mining Systems experience.

The successful applicant will be required to:

- Process the accurate and timely payment of salaries and wages including the data entry of timesheets and checking of the input of timesheets entered by others;
- Process leave forms and maintenance of accurate employee leave records;
- Verify the accurate costing of all labour;
- Understand all Awards, EBA's and Acts pertaining to Payroll and the Coal Industry; and
- Process all relevant statutory returns i.e. Payroll Tax, Superannuation returns, Workers Compensation levy, Long Service Leave levy.

Financial Accountant

Ref # 4002

Ideally, the candidate will have previous experience in underground coal mining operations, and it will be an advantage to have Pulse Mining Systems experience.

Duties include:

- Preparation of monthly financial reports. Provide operational reports to Management;
- Reconciliation of general ledger and costing accounts;
- Reconciliation and review of capital budgets; and
- Track actual costs against budgets, and explain variances.

Ideally the successful candidate will possess:

- University Degree in appropriate Accounting field;
- Studying or completed Chartered or CPA; and
- Minimum of two years experience in a similar role.

Storeperson

Ref # 4003

Ideally, the candidate will have previous experience in heavy industry or mining warehousing and stores.

Duties include:

- The provision of spares, stock, and services in compliance with procurement process's;
- Load and unload trucks ensuring that all safety standards are maintained;
- Liaise with all functions of the operation to ensure that stock requirements are maintained to an adequate standard;
- Liaise with accounts payable regarding invoicing adjustments, mis-matches, returns, credits; and
- Provide feedback regarding continuous improvement of the procurement function.

Ideally the successful candidate will possess:

- Forklift ticket and Riggers ticket

Purchasing Officer

Ref # 4004

Ideally, the candidate will have previous experience in purchasing function for heavy industry or mining.

Duties include:

- Process requisitions ensuring the timely purchase and delivery of products and services;
- Negotiate with supplier/service providers ensuring that Narrabri Coal engage in Best Practice procurement standards;
- Engage suppliers in transparent quotation regimes ensuring that products and services are provided in the most cost effective manner;
- Liaise with accounts payable regarding invoicing adjustments mis-matches, returns, credits; and
- Assist Managers with budget requirements.

HUMAN RESOURCE TEAM

Safety and Training Coordinators

Ref # 5001

Ideally, the candidate will have previous experience in underground coal mining involving safety system operational training and audit in compliance with all relevant Legislation.

The incumbent will be required to:

- Conduct site inductions for employees, contractors and visitors;
- Develop and implement safety and training resources and programs;
- Conduct fitness for work assessments including drug and alcohol site assessments;
- Develop processes for and conduct safety management interactions;
- Coach employees and contractors in risk assessment and safe work procedures; and
- Internally audit safety compliance by the company, employees, contractors and visitors.

Ideally the successful candidate will possess:

- Certificate IV in OH&S;
- Certificate IV in Training and Assessment; and
- Minimum of two years experience in a similar role.

Administration Assistant

Ref # 5002

Ideally, the candidate will have had previous administrative experience in heavy industry involving human resource, safety and employee relations management systems. The incumbent will be required to:

- Maintain appropriate record and filing systems;
- Handle confidential correspondence and records; and
- Assist with human resource systems and processes including recruitment.

Ideally the successful candidate will possess:

- A high level and mature understanding of human resource confidentiality requirements;
- High level of competence with Microsoft office and experience with data management systems; and
- Minimum of two years experience in a similar role.

WHITEHAVEN COAL WILL ADVERTISE FOR INEXPERIENCED COAL OPERATORS AND TRADESPERSONS IN MAY 2010.

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