



POSITION DESCRIPTION

Administrative Assistant

DATE: June 1, 2018
LOCATION: Corporate Head Office – Suite 1800, Two Bentall Centre, 555 Burrard St., Vancouver BC V7X 1M9
TITLE: Administrative Assistant
REPORTS TO: VP, Communications/ Executive Assistant
JOB FAMILY: Junior administrative

INTRODUCTION

Sabina Gold & Silver Corp. (“Sabina” or the “Company”) is a Canadian precious metals company on track to become a mid-tier gold producer. The Company has a portfolio of properties in Canada at different stages of development. Our flagship project, the Back River Gold Project, is located in Nunavut. Through our Nunavut assets, Sabina is evolving from a successful exploration company to a developer. Sabina is listed on the Toronto Stock Exchange (“SBB”).

Reporting to VP, Communications and the Executive Assistant, the Administrative Assistant will be responsible for general reception and office administrative duties.

HOURS OF EMPLOYMENT:

Hours are 8:00am to 4:30pm three days a week (Monday, Wednesday & Friday).

ESSENTIAL DUTIES:

In this position the Administrative Assistant will be responsible for:

- Reception phones & greeting guests
- Maintaining kitchen and board/meeting rooms
- Ordering Office and kitchen supplies
- Photo copying and printing
- Couriers/Postage/mail
- Storage organization
- Liaison with landlord/various needs around office
- Watering plants
- Maintaining phone list and meeting room booking binders
- Back up for AP/IR/EA and other departments.

WORKING PREMISES:

The position is based at Sabina’s Head Office in Vancouver.



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TRAINING & EXPERIENCE:

- Education: high school or equivalent.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional communication skills.
- Superior organization skills and dedication to completing projects in a timely manner.
- Previous experience with switchboard and general office support duties an asset.

The ideal candidate for this job is resourceful, a good problem solver and organized.

CONTACT INFORMATION

Please forward applications and resumes to employment@sabinagoldsilver.com