



Position Advertisement

Administrative Assistant – 10029

ABOUT THE COMPANY

Sabina Gold & Silver Corp. is a well-financed 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 the western Kitikmeot Region of 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").

ABOUT THE POSITION

The Administrative Assistant will report to the Executive Assistant and primarily located in our Vancouver Office, the Administrative Assistant is a key member of the Administrative Executive Team and will be responsible for performing receptionist's functions, general clerical and administrative support for the Executive. This role will also provide support to the Finance, Accounts Receivable and Investor Relations departments as needed.

PRIMARY RESPONSIBILITIES

Reporting to the Executive Assistant, duties will include (but are not limited to):

- Processing incoming and outgoing email, conventional mail, faxes, couriers, and correspondence;
- Directing incoming calls, staff, visitors and walk ins;
- Scheduling meetings and appointments, including coordinating logistics such as preparation of meeting rooms, ensuring appropriate supplies and equipment are on hand, arranging for any special IT requirements and ordering of food and beverage;
- Stenography, typography, word processing, electronic copying, and note taking;
- Preparation of reports including researching, compiling, and summarization of data;
- Typing, distribution, maintenance of filing for reports, forms and other files;
- Ordering of office supplies and equipment in consultation with the Executive Assistant; and
- Maintaining office by keeping the kitchen, board room and meetings rooms in good order, liaise with landlord in regards to needs around the office and general office upkeep.

DESIRED QUALIFICATIONS

- Two (2) years of clerical experience in a corporate office setting required, with experience in mining considered an asset;
- Office assistant or Secretarial Arts Certificate required; and
- General knowledge of accounting principles and a demonstrated ability to prioritize work and meet deadlines with a high attention to detail with excellent interpersonal skills.

COMPENSATION AND BENEFITS

The salary range for this position is \$48 – 52K annually (based on prior experience). Competitive benefits compensation will be discussed with the successful candidate.

APPLICATION AND CONTACT INFORMATION

To be considered for this opportunity, please email your resume to employment@sabinagoldsilver.com using the reference number 10029 in the subject line.

Kitikmeot Inuit, Nunavut Inuit and Residents receive priority hiring consideration, if one these categories applies, please state it after the reference number in the subject line.



Position Advertisement

Administrative Assistant – 10029

We thank all for their interest but are only considering applicants with working rights in Canada.

We will retain application material on file for future vacancies (openings within 6-12 months) for consideration; however, you are encouraged to apply to any opening you may be suited for. If selected to move forward a member of our team will be in touch.

CLOSING DATE

This posting will remain open until 12:00AM MST June 24, 2022 unless a suitable candidate is not found; however, we encourage interested applicants to submit their resumes ASAP in order to be considered.