



## Position Advertisement

### Site Personnel Coordinator - 10036

#### 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

Reporting to the Superintendent, Project Support, the Site Personnel Coordinator works on a rotational basis (3x3) in a remote camp setting and is responsible for the timely booking of site employees travel to and from the Back River Project sites on their scheduled rotations. The Site Personnel Coordinator aids in the correct entry of Sabina site personnel's timesheets and works with the HR and Finance team to reconcile any timesheet errors or missing pay and maintains relevant documentation for all camp and travel related purchases (employee expenses) to submit to finance/site management as required. The Site Personnel Coordinator is accountable for the efficient communication of travel updates, changes, and reservations to all levels and works with northern communities to ensure employees the safe and efficient travel to and from site.

#### PRIMARY RESPONSIBILITIES

Reporting to the Superintendent, Project Support, duties will include (but are not limited to):

- Facilitate the safe, efficient, and timely arrival and departure of Sabina employees on all requested travel days while working closely with the site services team to ensure bedspace for all arrivals (including contractors) to the Back River project sites. Work closely with the custodial teams to ensure camp requirements are met during crew changes;
- Work closely with Travel service providers (travel agents, airlines, hotels) to complete reservations, including working with northern communities with limited flight capacity to ensure all Sabina employees make it to site and home for their scheduled rotation;
- Working with the corporate Payroll team and site management to aid in the correct entry of payroll time sheets adhering to the payroll calendar. Liaise with HR and Payroll teams to reconcile site personnel who are missing time as required;
- Provide administrative and project support to Superintendent, Project Teams, Corporate Teams, Camp, and Travel as required;
- Communicate travel updates, changes, and bookings to current employees and new hires. Procure relevant documents related to camp and travel;
- Provide updates to senior management teams on camp capacity and travel concerns as necessary;
- Remain flexible with changing priorities;
- Maintain relevant documentation for all camp and travel related purchases (including employee expenses). Submit employee expenses to supervisors/finance teams for approval as required; and
- Participate and promote Sabina's site safety procedures and policies to ensure compliance.



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#### DESIRED QUALIFICATIONS

The successful candidate will have experience working in a remote camp setting with limited access to resources. Additionally, they will have:

- Two (2) years' experience in travel coordinator, site support coordinator, or project support coordinator role with preference given to those with prior experience in mining environment;
- Post-secondary diploma or higher in business, supply chain management, or travel required;
- Experience in a remote camp setting with limited access to resources considered an asset; and
- Experience working with Indigenous groups in a professional capacity considered an asset.

#### COMPENSATION AND BENEFITS

For informational purposes, the blended rate of pay for this is \$40.00-42.90 per hour (based on prior experience) for 2184 scheduled hours in a work year. Competitive benefits and travel 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](mailto:employment@sabinagoldsilver.com) using the reference number 10036 in the subject line.

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

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 30, 2022 unless a suitable candidate is not found; however, we encourage interested applicants to submit their resumes ASAP in order to be considered.