



**Victoria Gold Corp.** (“Victoria”) is a mining company with an Executive team that is experienced in developing and operating mines in an environmentally and socially responsible manner. Victoria’s Eagle Gold Mine poured its first gold in September 2019 and declared commercial production at the end of Q2 2020. Future and current mines, like Eagle Gold, will be a strong contributor to the Yukon and its citizens for many years to come. [www.vgcx.com](http://www.vgcx.com)

Victoria is looking to hire the position outlined below for our **Eagle Gold Mine** located in Yukon:

## **ADMINISTRATIVE ASSISTANT(S)**

Under the direction of the Department Managers, the Administrative Assistant will work closely with the Department Managers and other teams across the Eagle Gold mine-site. The ideal candidate is one who is committed to safe working practices and strives for zero harm. This is a site-based position. Responsibilities are noted below which will include but are not limited to:

### **Main Tasks and Responsibilities:**

- Update and maintain registers on a daily, weekly, and monthly basis
- Assist in HR requests and onboarding of new employees
- Book, manage and maintain meeting rooms, conference rooms and manage all minutes for multiple meetings
- Coordinate flight and accommodation requirements
- Calendar management; ensure up-to-date and scheduled correctly
- Manage all aspects of site equipment and provide information for reporting functions
- Manage all administration duties for all Toolbox talks
- Work with other areas of the site on a daily basis as required
- Be first port of call for all executives and management on-site and assist with daily tasks
- Motivated and enthusiastic

### **Qualifications and Experience:**

- Five years administrative assistant experience is a must; Previous mine-site administration experience would be considered an asset
- Ability to work within a team environment with demonstrated communication skills, sharing information and seeking input to complete assigned work.
- Self-directed and self-motivated, demonstrating initiative to do more than is expected or required in the position.
- Ability to work under pressure
- Strong level of competency in the Microsoft Office suite, especially Microsoft Excel
- Good communication skills with a good command of the English language.
- Minimum grade 12 or equivalent required.

Victoria Gold Corp. offers a competitive compensation and benefits package. If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume with the reference headline “Administrative Assistant” to the following email address: [greatpeoplework@vgcx.com](mailto:greatpeoplework@vgcx.com)