



Victoria Gold Corp, “Victoria” or the “Company”, is a junior mining company with an Executive team that has experience in mine building from exploration through to mine operations with a demonstrated ability to do it in an environmentally and socially responsible manner. Construction is underway at Victoria’s **Eagle Gold Project** which is fully funded and will be the next largest gold mine in Yukon. www.vitgoldcorp.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. 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:

- 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.
- Previous mine-site administration experience is essential
- Ability to work under pressure
- Experience working within the mining industry is highly desirable
- Strong problem-solving/troubleshooting skills
- 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. **Hiring preference will be given to NND Citizens and Yukon residents.** If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume to the following email address: greatpeoplework@vitgoldcorp.com