

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

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

ADMINISTRATIVE ASSISTANT

Under the direction of the Department Superintendent, the Administrative Assistant will work closely with the Department and other teams across the Eagle Gold mine-site. This position will be based at the Eagle Gold Mine-site working a rotational schedule; 12 hours per day work schedule. 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:

- Safety of self and others;
- 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;
- Calendar management; ensure up to date and scheduled correctly;
- Prepare power point presentations, memos, and bulletins;
- Update and distribute manpower lists for recruitment and travel requirements;
- Manage all aspects of site equipment and provide information for reporting functions;
- Manage all administration duties for all Toolbox talks and monthly safety meetings;
- Work with other areas of the site on a daily basis as required;
- Payroll data entry;
- Be first port of call for all executives and management on-site and assist with daily tasks; and
- Behave in a way that demonstrates support of Victoria Gold’s Vision and Values.

Qualifications and Experience:

- **Five (5) years Administrative Assistant experience is a must**, previous mine-site administration experience is considered an asset;
- Preference will be given to Yukon residents;
- 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, showing initiative to do more than is expected or required in the position;
- Experience working within the mining industry is highly desirable;
- Strong problem-solving/troubleshooting skills with the ability to work under pressure;
- Very strong level of competency in the Microsoft Office suite, especially Microsoft Excel;
- Good communication skills with strong command of the English language;
- Minimum grade 12 or equivalent required;
- Must pass pre-employment medical, substance abuse test, criminal records check, hold a valid driver’s license, and provide a driver’s abstract; and,
- Have a proven commitment to safety, health and environmental standards.

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 email subject headline “Administrative Assistant” to the following email address: greatpeoplework@vgcx.com