



**EXECUTIVE ASSISTANT
Toronto Based Position**

COMPANY PROFILE

Our Client is one of Canada's most successful full-service underground mining and contracting companies. They specialize in providing services and solutions for technically challenging underground mining projects. Our Client has been in operation since 1994 with innovation as one of its great strengths, covering mining methods, industrial relations, equipment applications, management systems, project financing and partnering. Over the last 15 years, they have built a reputation for integrity, innovation and safety. From full-scale development, shaft sinking, mine engineering and design, mine construction to mine production, our Client completes the job safely, on schedule and on budget.

Overview: Reporting to the CEO and working closely with the President, COO, CFO and the International team, you will provide bilingual, multi-skilled administrative, operational and logistical support. This is a challenging multi-facet position ideal for a self motivated individual who is able to adapt to a rapidly changing and competitive environment.

Responsibility:

- This position is accountable for a variety of administrative and secretarial responsibilities.
- Manage all incoming calls.
- Manage the respective agendas by scheduling and controlling appointments.
- Coordinate conference calls.
- Coordinate both onsite and offsite meeting logistics and materials.
- Coordinating both domestic and international travel for the senior management team.
- Prepare all required correspondence for day-to-day business, presentations to clients and for Board Meetings.
- Complete expense reports
- Managing confidential files and other sensitive information.
- Maintain accurate levels of office, kitchen and stationery supplies.
- Attend meetings, take, prepare and distribution of minutes.
- Interact with the Senior Management Team as well as External Clients at an advanced level

Qualifications:

- Graduate of a minimum two year business/office administration program supplemented by extensive experience at the Executive level is required.
- Strong communication skills including interpersonal and written, with excellent proofreading skills.
- Knowledge of office administrative processes and systems.
- Detail oriented and organized with exceptional prioritization and execution skills.
- Advanced skills in MS Word, Excel, PowerPoint, Adobe, Outlook and Internet tools.
- Knowledge of IPO process is considered an asset.
- Fluency in English, and French or Spanish is considered an asset.
- Experience within the mining industry is desirable

Salary: Offers will be based on the results of education, language, and credential verification.



Interested candidates please provide a cover letter and CV by email to mary.murray@swannglobal.com.

All applications will be treated with discretion and confidentiality.