



**FIRST MINING  
GOLD**

**Office Administrator**

January 2020

Suite 2070 - 1188 West Georgia Street  
Vancouver, B.C. V6E 4A2

## COMPANY OVERVIEW: FIRST MINING GOLD CORP.

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First Mining Gold Corp. is a gold development company with a portfolio of gold projects in Canada. The Company has assembled one of the largest gold resource bases in the mining industry. The Company's two key assets are the Springpole and Goldlund gold projects, both located in Ontario. First Mining is currently permitting its Springpole project, one of the largest undeveloped gold assets in Canada, and is engaged in active exploration at its Goldlund gold project. The Company is led by a senior management team based in Vancouver in an office comprised of approximately 8 individuals, with a number of the team located in Ontario and working primarily at the projects.

Additional Information is available on the Company's website at [www.firstmininggold.com](http://www.firstmininggold.com)

## OPPORTUNITY DETAILS

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Role: Office Administrator  
Location: Vancouver, Canada  
Direct Report: General Counsel & Corporate Secretary

First Mining Gold is looking for an enthusiastic, motivated and detail-orientated office administrator to join the Company on a full-time basis. The primary responsibilities will include overseeing all internal administrative operations and supporting the Company's executive management team in managing the office. First Mining is seeking an experienced administrative professional with two or more years of relevant experience. If you are interested in applying for this position, please submit your resume and a cover letter to [careers@firstmininggold.com](mailto:careers@firstmininggold.com) by **Wednesday, January 29, 2020**.

### **Key Responsibilities** (to include, not an exhaustive list):

- First point of contact for all guests visiting the Company office, provides receptionist support including greeting visitors, managing incoming calls, processing mail and managing couriers, and acting as the point of contact for general questions/queries
- Providing administrative support to the Senior Leadership Team, including preparation of expense reports and coordination of travel and logistics and booking meetings
- Assisting Company director with booking travel when a director attends the Company's office in person for Board or Board Committee meetings, and assist with booking travel related to the Company's annual general meeting
- Answering general telephone calls and routing calls to appropriate staff members
- Keeping the office tidy and clean, including the kitchen and stationary area, and monitor the maintenance needs for any office equipment
- Liaising with Tenant Services as the Company's primary point of contact for submitting service and other requests
- Communicating all bulletins received from Tenant Services to all office staff

- Assisting in the co-ordination of any office renovations, and in procuring office furniture
- Assessing supply levels and ordering office and janitorial supplies for the office, as and when required (eg. coffee, paper, toner, office supplies)
- Handling and distribution of mail (both incoming and outgoing) and courier services
- Creating and printing labels, maintaining and updating the Company's files, maintaining the boardroom meeting schedule
- Providing and maintaining general office information (phone lists, etc.)
- Organizing Company dinners, including the annual Christmas party, and team-building social events
- Assisting the investor relations team with administrative duties (conference registration, travel, etc.)
- Performing general office clerk duties and errands
- Other duties typically related to the role of an office administrator

### **Professional Experience & Qualifications:**

Candidates considering this role should have the following experience and qualifications:

- Secondary school diploma and a minimum of 2 years of experience in an administrative capacity as either an administrative or executive assistant, or as an office administrator/manager
- A post-secondary diploma in a related field is considered an asset
- Ability to work within a small team environment
- Ability to manage multiple projects and deadlines
- Professional demeanor and willingness to be flexible in a fast-paced environment
- Ability to handle confidential information
- Proficient with Microsoft Office (Word, Excel, PowerPoint and Outlook), with an aptitude to learn new software and systems
- Strong organizational skills and attention to detail
- Strong people skills
- Excellent written and verbal communication skills and ability to communicate effectively with all levels of staff
- Driven, flexible and motivated to help others
- Exemplary level of personal and business integrity
- Must be legally entitled to work in Canada

### **Compensation:**

The final compensation package will be aligned with the qualifications of the successful candidate.

### **We Are an Equal Opportunity Employer**

Consideration for employment is based upon capabilities and qualifications without discrimination on the basis of race, colour, gender, age, religion, national origin, disability, veteran status or any other protected characteristic as established by law.

We appreciate your interest in a career at First Mining Gold. Please note that only shortlisted candidates will be contacted for an interview. Agency services are not required at this time.