

Pan American Silver was created with the intention to provide investors with the best vehicle to gain exposure to higher silver prices. Our vision is to be the world's pre-eminent silver producer, with a reputation for excellence in discovery, engineering, and sustainable development. Pan American Silver has several underground and open pit operations in Canada, Mexico, Guatemala, Peru, Chile, Brazil, Bolivia, and Argentina.

Pan American Silver is committed to advancing diversity and developing inclusive leadership teams that are representative of the communities we serve. The Company provides equal opportunities to all persons regardless of age, colour, national origin, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression or any other characteristic protected by federal, provincial, or local law.

Administrative Assistant

Reporting directly to the Office Manager, the Administrative Assistant will be the first impression of Pan American Silver as they greet our guests, employees, Directors and contractors. The successful candidate will be responsible for reception, employee engagement programs, general office duties and support to the management team, collaborating regularly with the other administrative staff. Located in our Vancouver head office, this position requires full-time office attendance and cannot be performed at home.

Major Responsibilities:

RECEPTION

Setting the first impression of our company to all who arrive through our front door, the Administrative Assistant will receive Directors, staff, guests and contractors alike in a welcoming manner, providing amenities and assistance as required. All phone calls will be answered promptly in a calm and professional manner. All voicemails and emails will be responded to promptly.

OFFICE MAINTENANCE

The Administrative Assistant will primarily be responsible for ensuring the upkeep of our office space, including the regular tidying and stocking of our kitchens, meeting rooms and supply rooms. They will schedule and oversee service providers for the maintenance and repairs of the office facilities and equipment. They will also be responsible for the inventory and purchasing of office and breakroom supplies.

ADMINISTRATION

The Administrative Assistant will support all departments of the Corporate Head Office in a variety of administrative functions, including but not limited to:

- Answering phones and accepting deliveries.
- Monitoring the fax machine.
- Screening the email info inbox and distributing messages appropriately.
- Posting, receiving and distributing mail and courier deliveries.
- Updating addresses and contact information for the Company Directory.
- Assisting with document management and file storage.
- Scheduling and coordinating meeting rooms.

- Preparing expense and credit card reports.
- Other related projects that may arise.

EVENT PLANNING

The Administrative Assistant will support corporate and department event planning, logistics and scheduling as required, including catering, hotel bookings and travel. This includes coordinating when necessary with counterparts in our regional offices in Argentina, Bolivia, Brazil, Canada, Chile, Guatemala, Mexico and Peru.

The Administrative Assistant will manage employee engagement and plan social celebrations, including sending announcements and gifts for special occasions.

Qualifications:

- High school diploma or post-secondary education or equivalent.
- Minimum 2 years' experience in a related position.
- Additional certification or recognized learning that supports the function of this job.
- Strong customer service skills.
- Excellent people skills and teamwork skills.
- Strong self-motivation and an expert multi-tasker who is highly organized.
- Critical thinking skills.
- Excellent verbal and written communication skills.
- Competency with Microsoft Office Suite programs and typing ability.
- Willingness and ability to learn skills to enhance job performance.

Other beneficial skills (not explicitly required):

- Ability to speak Spanish and/or Portuguese.
- First-aid level 2 with AED certificate.

Salary range:

- \$50,000-\$52,000, plus competitive benefits package

Job Types:

- Full-time, Permanent

Interested candidates please apply in confidence to hr@panamericansilver.com.

We thank all applicants for showing an interest. Only candidates under consideration will be contacted.