

Pan American Silver (“PAAS”) 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, color, 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, Technical Services

Reporting directly to the Senior Vice President of Technical Services, the Administrative Assistant will provide administrative support and assistance to the SVP, the Technical Services team, the Senior Director of Safety Initiatives, the Director of Safety Projects, and the Site Safety Managers and their teams. In close partnership with other administrative staff, the Administrative Assistant will also provide support to other SVPs and VPs, and the Office Manager. The candidate will handle sensitive information with professionalism and the utmost discretion. This position will be based in our Vancouver office.

Major Responsibilities:

- Provide administrative support to the SVP of Technical Services and the Technical Services team.
- Provide administrative support to the Senior Director of Safety Initiatives, the Director of Safety Projects, and the Site Safety Managers and their teams.
- Serve as a liaison between site operations and the corporate office.
- Organize and coordinate monthly safety meetings with occupational health and safety leaders, country managers, and general mine managers through virtual platforms and interpretations.
- Collect and analyze health and safety data from all operations and contribute to quarterly safety reports.
- Verify and ensure that the monthly safety report provided to the Senior Director of Safety Initiatives corresponds to the information provided for each one of the operations.
- Prepare the quarterly summary of Worked Hours.
- Prepare confidential reports, charts, and tables regarding operations and safety as requested.
- Translate documents, presentations, and information from English to Spanish and vice-versa as needed.
- Provide support to the Corporate Crisis Management team.
- Prepare expense reports for the SVPs, VPs, and the Technical Services team.



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- Organize and coordinate international and domestic travel and related requirements, including travel authorizations, flight tickets, hotel reservations, airport transfers, and other expenses.
- Schedule meetings and team building sessions for the Technical Services team as required.
- Coordinate meetings and events including locations, catering and materials. Attend and provide support during events.
- Support any other related projects that may arise.
- Other responsibilities as required or assigned.

Qualifications:

- Post-secondary education such as a college diploma or a degree.
- Proficiency in written and verbal English and Spanish.
- Excellent communication and interpersonal skills.
- Excellent time management skills and the ability to prioritize work.
- Strong organizational skills with the ability to multi-task.
- Strong negotiation and presentation skills.
- Ability to work effectively independently and within a team with a “can-do attitude” and to support and demonstrate organizational values.
- Ability to work cross-functionally with site teams in a global and multicultural environment.
- Proficiency in Microsoft Office.
- Working knowledge of office equipment, printers, copiers, etc.
- Knowledge of office management systems and procedures.

Other Beneficial Skills (not explicitly required):

- Prior experience as an administrative assistant.
- Experience working with teams in countries within Latin America.
- Prior work experience in safety.

Salary Range:

- \$65,000-\$66,800, plus competitive benefits package.

Job Type:

- Full-time, Permanent.

Interested candidates please apply in confidence to hr@panamericansilver.com by September 2, 2025.

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