

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.

Human Resources Assistant

We are recruiting a Human Resources Assistant to join our Human Resources department. Reporting directly to the VP, Human Resources, the successful candidate will be responsible for providing support to the VP, the corporate Human Resources department, and HR operations. This includes arranging travel, planning meetings, preparing reports and letters, sending out communications, handling expense reports and invoices, and providing other administrative support as needed. This position will be an in-office role based out of our Vancouver office.

Major Responsibilities:

- Maintaining, organizing and scheduling the calendar of the VP, Human Resources.
- Handling and assisting with administrative requests and queries for the corporate Human Resources department and HR operations.
- Arranging business travel, including airline reservations, transportation and hotel reservations.
- Planning meetings and events, including coordinating the location, catering and materials.
- Preparing reports, spreadsheets, presentations and other documents as directed.
- Completing, reconciling and submitting expense reports in a timely fashion on behalf of the VP, Human Resources.
- Tracking, validating and submitting HR-related invoices for approval.
- Reviewing all incoming HR mail with discretion and tact to determine urgency, accuracy and the need for follow up.
- Preparing and emailing internal communications from the HR department.
- Managing filing/storage of all paper and electronic documents while ensuring that all files are organized in a logical manner.
- Providing income verification letters and letters of invitation for employees.
- Updating the organizational charts to reflect new hires, departures and other changes.
- Managing Vacation Tracker, including adding new hires, removing departing employees, making other necessary updates and conducting audits.
- Managing Pimsleur, including adding new users and removing departing employees.
- Other administrative responsibilities as required.

Qualifications:

- Minimum 5 years of administrative experience.
- College diploma in Human Resources, Business Administration or equivalent.
- Excellent written and verbal communication skills in English and Spanish.
- Highly skilled in using discretion with regard to confidential matters.
- Excellent interpersonal and internal customer service skills, including the ability to work effectively with all levels of staff with patience and empathy.
- Ability to work in a team environment and work well under pressure.
- Excellent time management skills with the ability to multi-task.
- Strong analytical and problem-solving skills with great attention to detail.
- Stellar work ethic, proactive in anticipating needs, planning ahead and determining next steps.
- Highly detailed oriented and organized.
- The ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

Other Beneficial Skills (not explicitly required):

- Experience in Human Resources.

Salary Range:

- \$65,000-72,000, plus competitive benefits package.

Job Type:

- Full-time, Permanent.

Interested candidates please apply in confidence to hr@panamericansilver.com by August 11, 2025.
We thank all applicants for showing an interest. Only candidates under consideration will be contacted.