



## **Administrative Assistant**

### **OVERVIEW**

Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. With underground development approaching ore zones at our two new deposits, a mill processing high grade ore from our historic Bellekeno mine, Alexco is advancing the district towards full production. This is a great opportunity to be part of the team that is operating one of the highest-grade silver operations in the world.

We are looking for an experienced person who will play a vital role within the Keno Hill mine team. The role offers responsibility and autonomy so you must be highly organised and have plenty of initiative. This will be a busy and varied role in where you will be tasked with ensuring administration functions are carried out to a consistently high level of service, provide quality administration and support services to team members.

You will find yourself involved in tasks such as data entry, processing travel invoices and claims, timesheet entry and general admin functions.

### **RESPONSIBILITIES**

- Data entry as required
- Strong data base and intermediate level excel skills
- Coordinating all project logistics from the mobilisation of people and equipment
- Liaising with external stakeholders and suppliers
- Back up to site travel and accommodation
- General office management
- Back-up for payroll and benefits administration
- Have excellent verbal and written communication skills with a high literacy and numerical standard

### **REQUIREMENTS**

- Strong administration experience
- Proficient with computer competencies, MS Office
- Excellent organisational skills
- Good communication and teamwork skills
- Excellent attention to detail
- Well organised and disciplined, able to work independently

### **REWARDS & CULTURE**

Alexco Resource offers a competitive remuneration package. We provide a supportive culture that prides itself on teamwork, professionalism, and safety. Apply today.

### **CONTACT US**

Please apply directly by submitting your resume, to [hr@alexcoresource.com](mailto:hr@alexcoresource.com) preferably as a Microsoft Word document. Please note, that due to the number of applications we receive, only those selected for an interview will be contacted. No calls please.