



Administrative Assistant

OVERVIEW

Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. We're developing two underground new deposits, the Birmingham mine and the Flame & Moth mine. The initial ore production at Birmingham mine was achieved in August 2021 and continues to further scale-up underground activities. The underground development continues at the Flame & Moth 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 individual to join our growing team. The **Administrative Assistant** will report to the Human Resources Manager or designate (your "Supervisor").

This is a full-time permanent position located in Whitehorse, YT.

RESPONSIBILITIES

- Data entry and account reconciliation
- Provides remote administrative support to various departments of the Keno Hill Mine Operations site in Elsa, YT
- Liaising with external stakeholders and suppliers
- Initiating pre-employment testing and provide backup for site onboarding whenever required
- Assist with the coordination of all project logistics for the mobilization of employees
- General office management
- Other duties as assigned

REQUIREMENTS

- Must be a local resident to Whitehorse and surrounding area
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Minimum 3 years of experience in a similar role; Administrative Assistant Certification highly regarded
- Previous onboarding and logistics experience considered an asset
- Proficiency in MS Office
- Ability to work independently
- Other duties as assigned

REWARDS & CULTURE



ALEXCO

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 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.