

March 2019

Office Manager

Skeena Resources Ltd. is a well-funded, junior Canadian mining exploration company focused on developing prospective precious and base metal properties in the Golden Triangle region of northwest British Columbia, Canada.

Reporting to the CEO and Vice President of Communications, the Office Manager is responsible for the daily execution of the Company's office management program including all external communications, managing the reception desk, administrative support such as booking meeting rooms, mail, preparing correspondence and ensuring a tidy and presentable front office area. The successful candidate will be a keen, outgoing individual with excellent phone etiquette, writing skills and strong attention to detail.

RESPONSIBILITIES

- Be the first point of contact for all clients on the phone and in person
- Answer, screen, forward incoming phone calls, and provide basic information where possible
- Arrange, receive, sort and distribute daily mail, deliveries and couriers
- Ensure office supplies are maintained and ordered when needed
- Ensure all office equipment is in working order
- Book and manage boardrooms and meeting spaces
- Ensure tidiness of work space at all times
- Maintain investor database and investor outreach activity
- Develop and maintain the Company's social media presence
- Prepare and print presentations material using Microsoft Office and Adobe Creative
- Assist with planning meetings, conferences, road shows and project tours
- Various administrative tasks as assigned

QUALIFICATIONS & REQUIREMENTS

- College diploma or university degree in Business, Finance, Communications or alike
- Previous sales and/or customer service experience considered an asset
- High standards of business and personal ethical conduct
- MS Office Suite proficiency with advanced understanding of Excel and PowerPoint
- Proficiency in Adobe Creative considered an asset
- Strong verbal and written communication skills
- Ability to multi-task and prioritize while under pressure
- Self-motivated, ability to work with minimal supervision

Fulltime position available immediately. Compensation commensurate with experience. Please send cover letter and CV to kmackenzie@skeenaresources.com