

About Us: i-80 Gold Corp is a well-financed gold producer and developer holding an impressive portfolio of advanced-stage gold projects in the State of Nevada. The Company's primary goal is to build a self-sustaining, multi-asset, mining company with a peer-best growth platform by employing a methodical, capital disciplined and staged approach to minimize risk while also assessing and monitoring for accretive growth opportunities. For more information about i-80 Gold please visit our website: www.i80gold.com.

are we?

- We are genuine, engaged, and dedicated to achieving goals in a safe, strategic, and sustainable manner.
- We overcome obstacles, follow-through on our commitments, take pride in our work, and live our culture.
- We are professionals who believe in growth, inclusion, and diversity.
- We promote teamwork and open communications to inspire all stakeholders.

Position: Administrative Assistant

i-80 Gold Corp is seeking a candidate to fill the position of Administrative Assistant. The right individual will have excellent communication skills and can embrace a challenge with confidence, a calm sense of urgency and a positive attitude. Along with strong communications skills you will be highly detail orientated, have strong multi-tasking skills and be able to handle confidential material appropriately. Ability to shuffle prioritization of tasks in an everchanging dynamic work environment is a must.

Location: 5190 Neil Road, Suite 110, Reno, NV 89502

Responsibilities

- Day to day upkeep of the office
- Answer incoming calls, screening calls and forwarding appropriately
- Welcoming guests
- Organizing meetings, booking meeting rooms, organizing conference calls, video conferences, catering
- Liaising with subsidiaries' offices, I.T. dept, office vendors, building management etc
- Proofreading various documents such as reports, filings, letters, presentations etc
- Travel booking
- Assisting with and planning office and charity events
- Retrieving and sorting incoming and outgoing mail and couriers
- Maintaining kitchen, supply room, file room, and all common areas of the office
- Ordering equipment and supplies for team and new staff
- Create new or updating existing vendors in 4Site (ERP). Preparing reports on vendor data for audits and regular updates; ensuring filing of current government compliance forms, including W9s and W8s, for new vendors; maintain integrity of the vendor database.
- Maintaining internal directories and files
- Keep J drive and z drive organized
- Other duties as assigned

Qualifications

- 4+ years experience as an office administrator or similar position
- Proficient in Microsoft Office applications (Excel, Word, Outlook, PowerPoint)
- Experience with SharePoint is preferred
- Keen attention to detail

- Ability to prioritize, multi-task and work both independently and as part of a team
- Excellent written and verbal communication skills
- Strong analytical skills
- Strong work ethic and positive team attitude with the ability to show initiative
- Some flexibility required for varied work hours during busy periods

How to Apply:

Interested applicants may apply in confidence by emailing your resume to careers@i80gold.com. **Please reference the job position in the subject line and submit your resume in PDF format.** We thank you for your interest. Only those selected for an interview will be contacted.