

**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](http://www.i80gold.com).

**Who 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:** Ruby Hill Mine Site – Eureka, NV

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**Responsibilities**

- Day to day upkeep of the office
- Answer incoming calls, screening calls and forwarding appropriately
- Welcoming guests
- Retrieving and sorting incoming and outgoing mail and couriers
- Organizing meetings, booking meeting rooms, organizing conference calls, video conferences, catering, etc.
- In conjunction with External Relations, assist with planning and attend community events, set up booth, hand out "swag", and talk to members of the Eureka mining community.
- Liaising with subsidiaries' offices, I.T. dept, office vendors, building management etc.
- Proofreading various documents such as reports, filings, letters, presentations etc.
- Maintaining electronic filing system
- Some Account Payable functions, including processing requisitions, purchase orders, vouchers, and vendor invoices.
- Make vendor contacts for worksite
- Maintaining kitchen, supply room, file room, and all common areas of the office
- Ordering equipment and supplies for team and new staff
- Assist in 4site upkeep
- Other duties as assigned

**Qualifications**

- 3+ 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:**

Please refer to the Careers page on our website for instructions on how to apply. We thank you for your interest. Only those selected for an interview will be contacted.