



AGNICO EAGLE

Executive Assistant

Location: Timmins, ON

Rotation: Monday to Friday

Closing Date: May 23, 2022

If you thrive on success and teamwork in a team culture, Agnico Eagle offers career opportunities on a global scale. We provide rewarding and challenging work that will help you grow your skills and your career.

Agnico Eagle is committed to creating meaningful opportunities for our employees and we encourage everyone who works for us to contribute to their full potential. We are an equal opportunity employer and value diversity. We provide a safe work environment and seek to ensure all individuals are treated with respect and dignity, free from harassment, discrimination, bullying and retaliation. All employment is decided on the basis of qualifications, merit and business need. Disability-related accommodations during the application and selection process are available upon request.

Interested? We hope you are.

ABOUT THE OPPORTUNITY

Based at the Timmins Regional Office, we currently have an exciting opportunity for an **Executive Assistant** to support our Regional Leadership team, reporting to the Vice President, Ontario.

The Executive Assistant will be responsible for a wide range of executive level administrative and professional support to the Vice President and Leadership Team.

RESPONSIBILITIES

Your responsibilities will include:

- Assists the Regional Leadership Team with daily administrative duties and completes a broad variety of administrative tasks that include managing appointments, completing expense reports, composing and preparing correspondence, handling purchase requisitions, arranging complex and detailed travel plans, creating itineraries and compiling documentation for meetings.
- Manages the time and calendar for the Vice President, Ontario, ensuring prioritization of appointments, reviewing and approving meeting requests.
- Communicates with staff on behalf of the Regional Leadership Team and coordinates logistics for high-level meetings both internally and externally.
- Perform and prioritize multiple tasks seamlessly with excellent attention to detail.

- Compile and consolidate reports including: production, safety, and financial.
- Plan and organize meetings and special functions on behalf of the Regional Leadership Team.
- Work in collaboration with the Corporate Office to exchange information and meet deadlines.
- Draft and review general correspondence, prepare presentations, memos, charts, tables and graphs.
- Maintain correspondence registry and action lists.

QUALIFICATIONS

Our ideal candidate has:

- College Diploma or University Degree in Business Administration or related discipline.
- Minimum 5 years' professional experience in senior administrative or executive assistant role.
- Excellent computer skills and aptitude are essential with proficiency in MS Office (Word, Excel, Outlook and PowerPoint).
- A high level of confidentiality and discretion.
- Highly detail-orientated with exceptional organizational skills.
- Excellent written, listening and communication skills.
- Experience in a cross-cultural working environment.

Does this sound like you? If so, we would love to hear from you.

WHAT'S IN IT FOR YOU?

Together, we are building a world-class gold mine and our success is determined by the hard work and dedication of our team. All of our team members are rewarded with a competitive benefits package and on-the-job perks, including:

- Competitive salary
- Group benefits package
- Training and learning opportunities

Should you be the successful candidate for this role, you will be contacted by a member of our Human Resources Department to schedule an interview.