



JOB DESCRIPTION

Job Title:	Executive Assistant – Site Operations Support	Reports To:	General Manager
Department:	Administration	Direct Reports:	None

JOB PURPOSE

The Executive Assistant provides administrative and coordination support to the Hemlo Mining Corporation executive team when they are onsite, as well as ongoing support to the mine site management team.

This role ensures the efficient coordination of executive and management activities at site by managing schedules, arranging travel and logistics, coordinating meetings, and supporting day to day administrative needs of the leadership team.

Working closely with the General Manager and site leadership team, the Executive Assistant helps ensure executives and managers can focus on operational priorities by keeping calendars organized, coordinating meetings and visits, arranging travel and accommodations, and ensuring expenses and administrative tasks are completed efficiently.

This is a residential position with work performed both at the Hemlo mine site and the Hemlo Mining Corporation Marathon office. The role requires flexibility, strong organizational skills, and the ability to support leadership teams in a fast-paced operational environment.

RESPONSIBILITIES

Primary responsibilities and tasks:

- Provide administrative and coordination support to the General Manager, visiting executives, and the mine site management team.
- Manage calendars and coordinate meetings for site leadership, ensuring schedules, meeting rooms, and materials are organized in advance.
- Arrange travel, accommodations, and transportation for executives and site management as required.
- Coordinate executive, VP, and investor visits to site including travel logistics, itineraries, site access requirements, and meeting schedules.
- Ensure meetings, operational reviews, and leadership discussions are properly scheduled and reflected in executive and management calendars.
- Prepare and distribute meeting materials, presentations, and agendas as required.
- Assist managers and executives with expense submissions, credit card reconciliations, and

administrative documentation.

- Coordinate meals, catering, and logistics for leadership meetings, executive visits, and site events.
- Act as a central coordination point between executives, management, and administrative teams to ensure information and schedules are aligned.
- Maintain professional records, documents, and correspondence while ensuring confidentiality of sensitive information.
- Provide general administrative support to the management team and assist with special projects or site initiatives as required.
- Identify opportunities to improve administrative coordination and efficiency for the site leadership team.
- Other duties as required and assigned.

QUALIFICATIONS

- Diploma or certificate in Business Administration, Office Administration, or a related field is considered an asset.
- Minimum 3–5 years of experience in an administrative or executive support role, preferably supporting leadership teams.
- Strong organizational and time management skills with the ability to manage multiple priorities and schedules.
- Experience coordinating travel arrangements, meetings, and executive calendars.
- Proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint.
- Strong communication and interpersonal skills with the ability to work effectively with executives, managers, and external stakeholders.
- High level of professionalism, discretion, and ability to manage confidential information.
- Ability to work independently and anticipate administrative needs in a fast-paced environment.
- Experience in mining, industrial, or operational environments is considered an asset..

CORPORATE VALUES

Zero Harm

Safety and sustainability are non-negotiable. We protect our people, communities, and the environment in every decision.

Resilience

Challenges sharpen our edge and strengthen our resolve to deliver — no matter the environment.



Agility

We move with conviction and precision. Our nimbleness allows us to capture opportunity and stay ahead of the curve.

Performance

We measure ourselves by outcomes — operational, financial, and strategic. Results matter more than rhetoric.

Value Creation

Everything we do must generate lasting value — for our shareholders, employees, partners, and stakeholders alike.

Owner Mentality

We think and act like owners — accountable for every decision, focused on long-term value creation, and driven by measurable results.

Discipline

We allocate capital based on data, not emotion. Discipline means challenging old thinking, rejecting complacency, and making bold, evidence-based decisions that drive sustainable growth.