

## LAKE SHORE GOLD

a subsidiary of



PAN AMERICAN  
— SILVER —

### About the Organization

Lake Shore Gold, a subsidiary of Pan American Silver, is located in Timmins, Ontario. The Bell Creek Complex, located approximately 20 kilometers northeast of Timmins, Ontario, consists of an underground mine and processing facility. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt, with ore mined by narrow vein longhole stoping methods. Ore is then transported to surface via a modern one thousand eighty metre deep shaft capable of forty-eight hundred tonnes per day.

The Timmins West mine is located approximately 18 kilometers west of Timmins, Ontario, one of the world's most prolific gold camps. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt. The Timmins West mine is comprised of the Timmins deposit, the Thunder Creek deposit, and the 144 Gap deposit. All three deposits are interconnected by underground drifts.

### About Timmins, Ontario

Timmins is a vibrant community of 45,000 residents that is a central hub for Northeastern Ontario. People can enjoy recreational activities such as camping, world class fishing, nature, and snowmobile trails. Direct flights to Toronto are available at the local airport via multiple carriers. There are many support networks in the community including the local Timmins and District Hospital, local sports leagues for children and adults (hockey, baseball, basketball, etc.), golf courses, both cross country and downhill ski resorts, a community pool, and many other community events that provide entertainment throughout the year - fairs, carnivals, concerts, and more!

### About the Opportunity

We are looking to hire an **Administrative Assistant** to join our **Exploration Office** in **Timmins, ON.**, on a **full-time basis**. The schedule for this position is Monday-Friday, 8 hrs/day or 4 on, 3 off, 10hrs/day.

*Please note that this role requires relocation to the Timmins area and is not a camp-based position.*

In this position, you will report directly to the Geology Manager and will be required to provide administrative and/or clerical support to various departments. This position will be responsible for general reception duties, creating purchase requisitions, managing invoices for the geology/exploration department, and serving as point of contact with external visitors in order to control access to the office area. Accuracy and attention to detail are required in order to generate meeting materials and maintain various databases. This role requires a well-organized individual with good judgment, who can work independently with minimal supervision. Excellent

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interpersonal skills are required to deal with staff, managers, and other external contacts courteously and professionally.

### More About You

While our ideal candidate has the following qualifications, we welcome applicants who may not meet every criterion to apply.

The following will be critical to successfully performing this role:

- 2 years of post-secondary education in Office or Business Administration and/or equivalent experience
- 3-5 years of relevant industry experience
- Excellent communication skills, both oral and written
- Excellent organization skills, detail-oriented and resourceful
- Ability to work on multiple tasks and achieve deadlines
- Flexible and adaptable to changing priorities and schedules
- Excellent computer skills, including proficiency in Excel, Word, and Outlook are required
- Be committed to safety
- Applicants must be eligible to work in Canada

As our ideal candidate, you are a motivated team player, and above all, you demonstrate compliance with all health and safety regulations.

### About the Benefits

In return for your hard work and dedication you can expect to receive a **competitive annual salary**, as well as the following benefits:

- Mine Performance Plan Incentive (bonus)
- Flexible Work Schedules
- Company-paid extended medical, prescription, dental, and vision benefits
- Wellness Spending Account
- Health Care Spending Account
- Company-paid pension plan with 8% company contribution
- Basic life/accidental life insurance
- Long-term disability coverage
- Employee Assistance Program
- Telemedicine Virtual Primary Care via Dialogue
- Competitive Paid Vacation Entitlements
- Paid pregnancy and parental leave

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*Don't miss out on this unique opportunity to take the next step toward your career goals with an industry leader - apply now!*

To express your interest in this position please forward your resume to:

Lake Shore Gold - Human Resources  
P.O. Box 1067  
Timmins ON  
P4N 7H9

Email: [HR@ca.panamericansilver.com](mailto:HR@ca.panamericansilver.com)  
Fax 705-269-4936

*Lake Shore Gold is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and all aspects of employment including the decision to hire or promote will be based on merit, competence, performance, and business requirements. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*

#LI-ST1