

About Us:

i-80 Gold Corp is a 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.

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: Site Administrator

i-80 Gold Corp is seeking a candidate to fill the position of Site Administrator. 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

Responsibilities

- Answering incoming calls and forwarding calls and messages appropriately
- Welcoming guests
- Retrieving and sorting incoming and outgoing mail/freight and scheduling and/or tracking orders with couriers
- Organizing meetings, booking meeting rooms, organizing conference calls, video conferences, catering, etc.
- In conjunction with External Relations, assist with the planning of community events, setting up booths, handing out "swag", and interacting appropriately with members of the Eureka community
- Liaising with subsidiaries' offices, I.T. dept, office vendors, building management and cleaning crew
- Proofreading various documents such as reports, filings, letters, presentations, notations etc.
- Maintain the various electronic filing systems that are used onsite
- Working closely with the accounts team, perform onsite Accounts Payable/Accounts Receivable functions, including processing requisitions, purchase orders, vouchers, and vendor invoices
- Organize and maintain admin Conex, kitchen, supply room, file room, and all common areas of the office
- Ordering equipment and supplies for team and new staff
- Manage day to day duties of a 39-unit housing complex including inspections, planning with maintenance staff, scheduling reservations and cleaning for hotel style units and serve as a liaison between tenants and mine management/HR
- 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.