



Northisle Copper and Gold Inc. is a Vancouver-based resource company advancing the North Island Project in British Columbia, one of Canada's premier copper-gold porphyry districts. Northisle is committed to responsible exploration and sustainable development, with a focus on creating long-term value for all stakeholders. We foster a collaborative, inclusive, and innovative workplace, and we are proud to be part of Canada's mining and resource sector.

Our team is committed to responsible mineral development, transparent relationships with Indigenous Nations, and environmental excellence. We are looking to supplement our local team with an **Office Administrator** based in Port Hardy, BC.

Join our team and be a key player in our commitment to responsible mineral exploration and environmental stewardship. The role will be central to ensuring that exploration, baseline studies, and early-development activities are communicated effectively with local rightsholders and stakeholders in alignment with Northisle's commitments to Indigenous partners and local communities.

## POSITION

### Office Administrator

## POSITION SUMMARY

Reporting to the VP Sustainability, the **Office Administrator** will be responsible for attending and managing the community office located in Port Hardy, provide administrative support to a growing team and plan events and meetings within the community. This position will be community facing, being a first interaction with Port Hardy based businesses, our indigenous partners, and the public as it relates to the North island Project.

## LOCATION

The Office Administrator will be based at our Project Site in Port Hardy, BC.

## KEY RESPONSIBILITIES

- Manage the Port Hardy community office, including attending the reception desk, greet guests and public visiting the community office.
- As one of the first points of connection, foster a positive image of Northisle as a responsible mineral developer committed to advancing the North Island Project.
- Manage incoming requests and correspondence, including direct external solicitation and expressions of interest to work with the company.
- Support the organization of events such as community open houses, meetings, luncheons or dinners. Schedule meetings, handle any special requests, and organise catering for meetings.
- Supply ordering and management.



# **NORTHISLE**

**COPPER AND GOLD INC.**

- Clerical tasks, such as document management, word processing, printing and generating communication materials.
- Support the logging of detailed and accurate records of engagement and events.
- Support Donations and Sponsorship Committee with communications, planning and organizing activities as required.
- Perform related work, as required.

## **TYPICAL WORKING CONDITIONS**

- This position will operate out of the community office in Port Hardy, BC as well as occasional travel to the North Island Project site, which is accessed via Forest Service Roads from Port Hardy, British Columbia.
- This position will interact directly with vendors, Indigenous communities and members of the public in various situations and be required to represent the project within the community.

## **EDUCATION, EXPERIENCE & SKILLS**

- Recognized certificate or diploma in business administration.
- 7+ years previous experience in office administration. Experience establishing a new office and administrative processes is an asset.
- Experience with event planning.
- Familiar with social media platforms and professional networking platforms such as LinkedIn
- Proficiency in MS Office (Excel, PowerPoint, Teams, Word & Outlook).
- Experience or working knowledge of graphic design tools (asset).
- Current eligibility to work in Canada.

## **SKILLS AND COMPETENCIES**

- Ability to collaborate and communicate with diverse organizations and the public.
- Ability to build effective working relationships across the organization and possess a service-minded attitude.
- Ability to take initiative, take ownership of tasks and bring them to full completion.
- Possess a high level of professionalism and integrity.
- Demonstrated reliability, dependability and punctuality.
- Excellent organizational, communication, and interpersonal skills.
- Experience in planning, coordinating, and supporting events.
- Strong verbal and written communication skills to effectively communicate on behalf of the Northisle team.
- Ability to self-guide and solve problems.
- Possess and maintain a valid driver's license.



### **PAY TRANSPARENCY**

The compensation for this position is anticipated to include a base salary, short-term and long-term incentives, including the potential for cash and equity. Base Salary will be dependent on the candidate's relevant experience, skills and competencies and considers internal equity and is anticipated to be between \$80,000 and \$90,000 per year.

### **HOW TO APPLY**

To apply, please send your cover letter and resume to [hr@northisle.ca](mailto:hr@northisle.ca). Please include '**Office Administrator**' in the subject line of your email response.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

### **COMMITMENT TO DIVERSITY AND INCLUSION**

Northisle is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.