

SEABRIDGE GOLD

Seabridge Gold Inc. is seeking a full-time **Environmental Assistant** to be based out of the Smithers office. Seabridge Gold was founded in 1999 and holds a 100% interest in several North American gold projects. Seabridge's assets include the KSM and Iskut projects located near Stewart, BC, the Courageous Lake project located in the Northwest Territories, the Snowstorm project in the Getchell Gold Belt of Northern Nevada and the 3 Aces project in the Yukon Territory. Seabridge strives to provide opportunities for people who have talent, passion and integrity and the desire to work within an organization that values and supports them. For further information on our company, please visit www.seabridgegold.com.

The Environmental Assistant will be responsible for assisting in tracking and organizing data from the field and analytical laboratories, maintenance of equipment, data entry and other tasks to support the environment department. The Environmental Assistant will be part of the Environment team and report directly to the Environmental Manager.

Key Responsibilities

Key responsibilities for this position may include but are not limited to:

- Data entry in our environmental database and sharepoint systems.
- Organization and filing of analytical emails.
- Organization and tracking of data coming from the field and labs.
- Ensuring the administration of quality assurance and quality control (QA/QC) of the data from the field are filed on the KSM server.
- Administration of field electronics (inReaches and tablets) to ensure systems are up to date and items returned to Smithers office.
- Providing training on the use of electronics to new users.

Education, Skills and Experience

- Possess a relevant degree or technical diploma, or equivalent in training and combined experience in database and data management.
- Minimum 2 years experience in a data management position
- Self-motivated attitude with the ability to multitask.
- Interpersonal communication skills with expertise in distilling complicated topics to a broader audience
- Strong written and oral communication skills
- Strong organizational skills.
- Proficiency in Microsoft suite, especially Excel, SharePoint and Outlook.

Location

Seabridge office, Smithers, BC.

Our Offer

- An exciting opportunity to contribute to the success of the business and reach your full potential
- Competitive compensation
- Comprehensive health and welfare benefits

Closing Date: February 10, 2023.

Apply

We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status, or any other legally protected factors.

Please apply through email to hr@seabridgegold.com and attach your Cover Letter and Resume in Word or PDF format. Thank you for your application, however, only those selected for an interview will be contacted.