

# SEABRIDGE GOLD

**Seabridge Gold Inc.** is seeking a temporary **Administrative Assistant (May to December 2025)** to join our Community Affairs team in Smithers.

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](http://www.seabridgegold.com).

## **Location**

Smithers

## **Position Summary**

This is a great opportunity for an individual to join our Smithers office. Reporting to Office and Community Affairs Manager, your primary responsibility will be overseeing document preparation, office organization, and assisting teams.

## **Position Summary**

This position is only for the year 2025 from May to December.

## **Key Responsibilities**

- Provide administrative support to Exploration, Environment and other departments of Seabridge
- Keep record and maintain inventory at Smithers office
- Maintain company vehicles, insurance, logbook, calendars, gas cards, information packages
- Greet visitors and assist with inquiries and general support
- Manage incoming calls, emails, and correspondence from community members
- Organize and attend meetings as required
- Document control of internal reports
- Maintain appropriate filing systems and storage units
- Manage administrative requests from management team
- Organize and assist with team lunches and planning of office celebrations
- Other administrative and finance tasks as assigned.

## **Education, Skills and Experience**

- Minimum 2 years' experience in administrative role
- Proficient in using Microsoft Office products (Outlook, Word, Excel, PowerPoint)

- Strong communication skills (written and verbal)
- Ability to maintain a high-level of accuracy with all tasks
- Ability to exercise good judgement and show initiative
- Proven track record of strong organizational skills with a strong attention to detail
- Ability to work collaboratively as a team member and equally motivated working independently
- Strong analytical, problem-solving, time management and communication skills
- Previous work experience in heavy industry environment is considered an asset

### **Schedule**

Monday to Friday (8 hours per shift)

### **Our Offer**

Annual salary of **\$56,000 - \$60,000**. This temporary position is designed to provide short-term support and does not include benefits. We provide a supportive culture that prides itself on teamwork, professionalism, and safety. Apply today for an exciting opportunity to contribute to the success of the business and reach your full potential.

### **Apply**

Please apply through email to [hr@seabridgegold.com](mailto: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.

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.

**Closing Date: May 15, 2025**