

Casino Mining Corp., wholly owned by Western Copper and Gold Corporation, is advancing the Casino Project, in west-central Yukon towards permitting and development. With Rio Tinto's and Mitsubishi's strategic investments in Western, the Company is focused on advancing the project.

POSITION

Administrative Manager

POSITION SUMMARY

Western Copper and Gold Corporation ("WRN") is looking for a seasoned administrative professional with office management and administrative experience to fill the role of **Administrative Manager**. The Administrative Manager will be responsible for managing the operation and smooth running of all offices and providing high quality administrative support and communications.

LOCATION

This is a virtual role, unless the new team member lives in Whitehorse and then they will be based in the Whitehorse office.

KEY RESPONSIBILITIES

- Support the smooth operations of the company.
- Provide high quality administrative support to the company.
- Negotiate and manage contracts and service level agreements for third party suppliers and/or service providers.
- Establish and manage strong working relationships with employees, vendors, and service providers.
- Liaise with IT consultant, as required, to ensure office IT is working effectively.
- Make all necessary travel and accommodation arrangements for all team members.
- Manage and complete expense reports for executive team and board members.
- Assist in the preparation, review, and formatting of internal and external documents to ensure quality standards are met.
- Arrange, receive, sort, and deliver incoming and outgoing mail/couriers, etc.
- Ensure adequate supplies of office stationery, general office supplies, kitchen supplies, office furniture, and other equipment.
- Assist with Finance, Permitting & Regulatory, Investor Relations and Human Resources projects.
- Assist with facilitation of equity agreements and settlements.
- Assist on lobbying and compliance activities.
- Assist with AGM process.
- Assist with Board related tasks.
- Assist with the onboarding of new team members.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Post-secondary designation (or working towards).
- Minimum 7 years administrative experience in running an office.

REQUIRED SKILLS

- Ability to work in a fast-paced, dynamic environment managing multiple priorities under tight deadlines.
- Ability to take initiative and work independently as well as across different levels of the organization.
- Demonstrated high level of interpersonal skills.
- Demonstrated high standard of integrity, ethics, judgement and confidentiality.
- Excellent oral and written communication skills, including the ability to present ideas clearly.
- Ability to take initiative and work independently as well as across different levels of the organization.
- Strong attention to detail and exceptional organizational skills.
- Proficient computer skills, with advanced knowledge of Microsoft Office applications (Power Point, Word, Excel) and ability to learn new software.

Salary Range: \$70,000 - \$90,000

The actual base salary offered is determined based on the successful candidate's relevant experience, skills, and competencies and considers internal equity.

To apply, please send your cover letter and resume to employment@westerncopperandgold.com. Please include '**Administrative Manager**' 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.