

WESTERN COPPER AND GOLD CORPORATION (TSX:WRN | NYSE-AMERICAN:WRN) is advancing the world-class, critical minerals Casino mining project through environmental permitting, development and ultimately project construction the Yukon. With a strategic investment from two of the largest mining companies (Rio Tinto and Mitsubishi Materials), and an organizational commitment to sustainable mining practices, the Company has the potential to become a landmark, multi-generational business in Canada.

POSITION

Documentation/Controls Manager

POSITION SUMMARY

The Company is looking for a seasoned administrative professional with documentation controls, human resources coordination, administrative management and executive assistant experience to fill the role of **Documentation/Controls Manager**.

The ideal Documentation/Controls Manager will be a strong communicator, comfortable working independently, a teams-oriented collaborator, and professionally represent the Company externally.

LOCATION

The Candidate will work full time from the Company's head office in Whitehorse, Yukon.

KEY RESPONSIBILITIES

Documentation Controls

- Manage Company's Sharepoint file structure and record keeping across organizational departments.
- Assist in the preparation, review, and formatting of internal and external documents.
- Support the review, approval and monitoring of invoices for the Whitehorse team.
- Liaise between Accounting department and the Whitehorse team.
- Assist in the coordination and tracking of Company policies and procedures.

Human Resources Coordination

- Manage employee paperwork, records and tracking tools, including time off and vacation management.
- Work closely with management team on new employee on-boarding processes.
- Coordinate meetings, interviews and discussions with potential new employees.
- Benefits program administration.

Administrative Management

- Responsible for overall office and administrative management of the office in Whitehorse.
- Coordinate travel, meetings and bookings as needed with 3rd party consultants and service providers.
- Liaise with IT consultant and support colleagues as required.

Executive Assistant

- Complete expense reports for executive team and board members.
- Ad hoc support to Chief Executive Officer.

Other duties as assigned.

EDUCATION AND EXPERIENCE

- Post-secondary designation (or working towards).
- Minimum 5-7 years administrative experience.
- Experience in Human Resources department considered a strong asset.

REQUIRED SKILLS

- Strong attention to detail, process oriented and exceptional organizational 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.
- Proficient computer skills, with advanced knowledge of Microsoft Office applications (Sharepoint, Power Point, Word, Excel, Power BI, Power Automate), DocuSign and Adobe. Ability to learn new software and organizational tools.

The base salary offered will be 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 '**Documentation/Controls 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.