



**PAN AMERICAN**  
— SILVER —

Pan American Silver was created with the intention to provide investors with the best vehicle to gain exposure to higher silver prices. Our vision is to be the world's pre-eminent silver producer, with a reputation for excellence in discovery, engineering and sustainable development. Pan American Silver has several underground and open pit operations in Canada, Mexico, Guatemala, Peru, Bolivia and Argentina. Currently Pan American has an opening with its Finance Department, based out of its corporate office in Vancouver

### **ADMINISTRATIVE ASSISTANT TO THE CFO AND FINANCE TEAM**

Reporting directly to the CFO, the Administrative Assistant will provide administrative support and assistance to the CFO, exercising initiative and good judgment to relieve him of administrative details. The incumbent will handle sensitive information with professionalism and the utmost discretion. In close partnership with other administrative staff, the Administrative Assistant will provide support to the Finance Team and the Office Manager.

#### **Major Responsibilities:**

- Responsible for scheduling and managing the CFO's calendar
- Assistance to the finance team including finance, accounting, tax and audit.
- Provide administrative support to Directors as needed
- Maintain record of commercial activities: sales of gold, silver and dore inventory management (5 mines)
- Responsible for coordination, compilation and distribution of the Board Audit Committee books, as well as Capital and Finance Committees reports
- Responsible for the compilation and distribution of the financial and operational monthly reports
- Coordination of regular finance meetings: financial, commercial, transaction and finance management meetings, as well as quarterly committee meetings and others as assigned
- Coordinate meetings and events including finding a location, catering, prepare materials, and other needs for a successful event
- Organization and coordination of international and domestic travel and related requirements, including travel authorizations, flight tickets, hotel reservations, airport transfers, and other expenses
- Complete, reconcile and submit executive's expense reports to accounting
- Control and safekeeping of the petty cash
- Translations of e-mails and reports as needed
- Performing general clerical duties to include but not limited to minutes taking, scanning, copying, faxing, filing and data entry, etc.
- Maintain and update executive filing system
- Share administrative duties such as reception, phone, kitchen and mail pick up with the rest of the admin team.
- Support any other related projects that may arise.

#### **Qualifications:**

- Five years of proven experience as administrative assistant
- College Diploma or any additional qualification as an Administrative assistant or Secretary will be a plus
- Proficient knowledge of MS Office
- Strong written and oral communication skills
- Native or near-native knowledge of Spanish will be an asset
- Working knowledge of office equipment, printer, copiers, etc.
- Knowledge of office management systems and procedures
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Ability to work independently and as a part of a team
- Ability to work in a diverse group and have "Can-do" attitude



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Interested candidates please apply in confidence to before February 29th to

[hr@panamericansilver.com](mailto:hr@panamericansilver.com)

*We thank all applicants for showing an interest. Only candidates under consideration will be contacted.*