



*Constantine Mining LLC is a joint venture between Constantine North Inc. and Dowa Metals & Mining Alaska Ltd. to explore and develop the Palmer Project deposits located in Southeast Alaska. The Palmer Project hosts two high-grade copper-zinc-silver-gold-barite deposits with numerous additional property wide prospects to explore. The Project is led by a top-tier technical team committed to responsible mineral exploration and development.*

[www.constantinemetals.com](http://www.constantinemetals.com)

---

## **JOB POSTING: OFFICE MANAGER – HAINES, AK**

**LOCATION:** The role is based at the Constantine North Office located in the town of Haines, AK, with occasional travel to the Palmer Project Site (Big Nugget Camp, near 26-mile, off Haines Hwy).

### **GENERAL DESCRIPTION:**

Constantine is offering an employment opportunity for an Office Manager based in Haines Alaska to oversee a wide range of day-to-day administration requirements including accounting, payroll, human resources and general administration and operational logistics support. We are looking for someone who is trustworthy, self-motivated, and a supporter of responsible natural resource development in Alaska. Duties will include, but are not limited to:

- Business Administrative Management (payroll and reporting, accounts payables and accounts receivable, accounts management and reconciliation).
- Office Administrative Management (directing phone calls, filing, scanning, mailings and deliveries, office supplies).
- Management of all HR documentation and on-boarding of new hires. Oversight of internal HR programs and policies.
- Management of insurance policies and requirements.
- Provide administrative support to field operations, including health & safety tracking.
- Occasional expediting to support field operations.

### **QUALIFICATIONS:**

- High school education or equivalent.
- A minimum of 3 years HR and payroll experience and knowledge of Federal and Alaska regulations.
- Small business and book-keeping experience.
- Microsoft Office and QuickBooks experience is an asset.
- Self-motivated, organized and productive, demonstrating high attention to accuracy and detail.
- Ability to manage sensitive and confidential information. .
- Valid driver's license and reliable personal transportation.
- Ability to lift 50lbs.
- Associate degree or equivalent preferred. Open to applicants who do not have a college diploma.

**HOURS:** Full-time, 40 hours / week

This position is both **full-time** and **year-round**, with opportunity to grow and take on more responsibility. Pay rate is commensurate with experience. We thank all applicants for their interest, however, only those selected for an interview will be contacted. This position closes when filled.

***While we thank all candidates for their interest, only those selected for an interview will be contacted.***

*Qualified applicants interested in joining our dynamic team are encouraged to submit a cover letter and resume by **May 3, 2021** to:*

**[careers@constantinemetals.com](mailto:careers@constantinemetals.com)**

***Please use "Office Manager" in the subject line of the email***