

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

### Administration Coordinator

## POSITION SUMMARY

The Company is looking for a seasoned administrative professional with administrative coordinating and office management to fill the role of **Administration Coordinator**.

The ideal Administration Coordinator will engage and collaborate with team members and external stakeholders to maintain an organized and welcome head office and project.

## LOCATION

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

## KEY RESPONSIBILITIES

### Project Coordination

- Manage Company's Communication Record of Communication; including data entry, QA/QC, and summarizing content.
- Manage Company's Comment Response Tracking tool: including data entry, QA/QC, as well as coordination and management of both staff and consultants to ensure the timely progression and completion of action items resulting from ongoing engagement activities.

### Administrative Management

- Responsible for overall office and administrative management of the office in Whitehorse.
- Coordinate travel, meetings and bookings as needed with 3<sup>rd</sup> party consultants and service providers.
- Liaise with IT consultant and support colleagues as required.
- Oversee office supplies, equipment maintenance, cleaning company, and liaise with vendors and building management company to maintain an organized office

Other duties as assigned.

## EDUCATION AND EXPERIENCE

- Post-secondary designation (or working towards).
- Minimum 3-5 years administrative experience.
- Experience in office and administrative coordination considered an asset.

## REQUIRED SKILLS

- Strong coordination and organizational skills with attention to detail.
- Ability to work in a fast-paced, dynamic environment managing multiple priorities under tight deadlines.
- Ability to take initiative and work independently.
- Strong interpersonal and communication skills.
- Demonstrated high standard of integrity, ethics, judgement and confidentiality.
- Strong oral and written communication skills.
- 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](mailto:employment@westerncopperandgold.com). Please include '**Administration Coordinator**' 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.