



Midas Gold Idaho, Inc. currently has an opportunity available for an **Admin-HR Assistant** for our Donnelly, ID office. The successful candidate will have one to two years of administrative experience. Proficiency of pertinent software and office skills identified below is strongly desired.

Key Responsibilities

- Be the positive first impression for the company at the Donnelly Office front desk
- Answer and direct phone calls for the company
- Coordinate meetings and event scheduling with executive team's daily calendars as needed
- Arrange travel and accommodations for the team
- General office administration duties
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist with general HR administration as assigned

Knowledge, Skills and Abilities

- Be pro-active and enjoy taking care of people
- Ability to communicate politely and professionally (via phone, e-mail and in-person)
- Possess a "can do" attitude and be flexible and adaptable as new ideas and projects come up
- Knowledge of office management systems and procedures
- Proficiency in MS Office (Word, Excel, Outlook, and PowerPoint in particular)
- Excellent organizational skills with an ability to think proactively and prioritize work
- Experience exercising discretion and confidentiality with sensitive company information

Minimum Qualifications:

- High School diploma or college degree; Additional qualifications as Personal Assistant or Secretary are a plus; 1-2 years of experience in an administrative role is preferred.
- Experience using office equipment, including printers and fax machines.
- Familiarity with online calendar systems.
- Working knowledge of Microsoft Office Applications: Excel, Word, Outlook and PowerPoint
- Ability to enter data into spreadsheets, write professional letters, and file documents
- Provide own transportation to Donnelly Office & have Valid Driver's License

Company Overview

Midas Gold owns the world class Stibnite Gold Project, located in a historic mining district in central Idaho. In 2014, an independent PFS demonstrated potential for a large-scale, long-life, low-cost open pit gold mine that stands out from its peers. The Company filed its Plan of Restoration and Operations in September 2016 which has launched the formal permitting process for mine development. Well-funded and with a multi-million ounce high-grade open-pit gold reserve, important antimony credits and significant room for further growth, the Stibnite Gold Project is one of North America's premier development stories.

Submit Application and Resume to employment@midasgoldinc.com

Position open until filled.

Salary DOE