



Revitalizing the Homestake District of South Dakota

JOB POSTING: EXECUTIVE ASSISTANT & OFFICE MANAGER

Introduction

Dakota Gold Corp. is a responsible gold exploration and development company with a specific focus on revitalizing the Homestake District in South Dakota. Dakota Gold has high-caliber gold mineral properties covering over 46 thousand acres surrounding the historic Homestake Mine and the active Wharf Mine in South Dakota. The Dakota Gold team is focused on new gold discoveries and opportunities that build on the legacy of the Homestake District and its 145 years of gold mining history. Dakota Gold Corp. trades on the NYSE American: DC.

The Executive Assistant and Office Manager role for Dakota Gold will be based out of the Vancouver Corporate Office, located in the heart of the downtown business district. The Dakota Gold Corporate Office supports the executive leadership team including the President and CEO, CFO, Legal and Investor Relations. All of the executive leadership team including this role work closely together on a number of company initiatives, however, the primary role for the Executive Assistant and Office Manager is to support the President and CEO.

In addition to the Vancouver Corporate Office, Dakota Gold's main headquarters are in Lead, South Dakota where the majority of the team is located, including members of our leadership and operation workforce.

Location

Vancouver, BC, Canada

Job Description

The Executive Assistant reports directly to the President and CEO, providing one-on-one support and acting as the primary contact for internal and external partners. They also serve as a liaison to the board of directors and senior management team, organizing meetings and overseeing special projects. The ideal candidate is results-driven, can work independently and as part of a team, has strong communication and organizational skills, and can handle multiple priorities and confidential matters with discretion.



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Roles and Responsibilities

- Primary contact among executives, board members, and other internal and external partners as it relates to the needs of President & CEO
- Manage information flow in a timely, accurate, and confidential manner.
- Manage the President & CEO's and Co -Chair calendar which includes setting meetings, booking dinner/lunch reservations, event schedules and travel & accommodations.
- Make travel and accommodation arrangements for the executive team and board members.
- Book private charter flights as needed.
- Project manage Vancouver hosted events and meetings.
- Prepare monthly expense reports for the President and Vancouver executives.
- Manage vendor accounts for the Vancouver office.
- Work closely with accounts payable to verify vendors and ensure local billing and invoicing is timely.
- Act as an office manager by keeping up with office supply inventory, care, and maintenance on office equipment (copier, water filtrations system, internet and cable services and boardroom audio video equipment.
- Point of contact for IT providers locally and in Lead, South Dakota as needed.
- Format and prepare information for internal and external communication, such as memos and emails, working closely with the VP of Investor Relations and Corporate Communications.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the online filing system in TEAMS.
- Collect mail, manage courier needs.
- Assist the VP of Investor Relations and Corporate Communications with conference preparation including registration, meeting calendar transfer to outlook calendars and presentation printing.
- Manage the Vancouver Corp. Vacation outlook calendar.
- Act as benefit administrator for Group Health Benefits.

Essential Skills and Requirements

- Previous experience as an Executive Assistant, Personal Assistant, or similar role with a minimum of 5 years of experience.
- Excellent knowledge of Microsoft Office, including TEAMS.
- Outstanding organizational and time management skills.
- Familiarity with office equipment and applications.
- Excellent verbal and written communication skills.
- Exercises considerable judgment, tact, and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature.
- Ability to work well in a team environment as well as independently.
- Administrative diploma or certification is a plus.
- Previous experience in any HR capacity is a plus.
- Valid passport and driver's license.



DAKOTA GOLD

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Benefits

- Supportive executive team and colleagues.
- Positive work environment.
- Room for career growth through ongoing education funding.
- Convenient downtown office very close to public transit and other convenient amenities.
- Competitive compensation.
- Strong extended benefits plan.

Position

This is a full-time salaried position with excellent medical benefits. Salary will be commensurate with the candidate's education and experience.

How to Apply

To apply for this position, please submit your resume and covering letter to info@dakotagoldcorp.com