



Copper Mountain Mining Corporation (CMMC) is a TSX/ASX listed copper producer, developer and explorer in world class mining jurisdictions. Copper Mountain's flagship asset is the 75% owned Copper Mountain mine located in southern British Columbia near the town of Princeton. The Copper Mountain mine produces over 100 million pounds of copper equivalent per year with a large resource that remains open laterally and at depth. Copper Mountain also has the development stage Eva Copper Project in Queensland, Australia, which is expected to add approximately 100 million pounds of copper on an annual basis, in addition to an extensive 210,000 hectare highly prospective land package in the Mount Isa area. Headquartered in Vancouver, BC, Copper Mountain trades on the Toronto Stock Exchange under the symbol "CMMC" and Australian Stock Exchange under the symbol "C6C".

### **Position**

Office Manager, Eva Copper

### **Location**

Brisbane, Queensland, Australia

### **Summary**

Reporting to the Eva Copper Project Manager, the Office Manager is responsible for managing the Project's Brisbane office and providing high quality administrative support to the Project.

### **Key Responsibilities**

- Make all necessary travel and accommodation arrangements for Project staff.
- Assist in the preparation, review, and formatting of internal and external documents to ensure quality standards are met.
- Provide support to Accounting regarding accounts payable and receivable; act as liaison between vendors, subcontractors, and other external partners to resolve invoicing and payment inquiries.
- Arrange, receive, sort, and deliver incoming and outgoing mail / couriers.
- Ensure adequate supplies of office stationery, general office supplies, kitchen supplies, office furniture, and other equipment.
- Support daily office administration and employee inquiries
- Negotiate and manage contracts and service level agreements for third party suppliers and/or service providers.
- Establish and manage strong working relationships with employees, vendors, and service providers.
- Assist with the onboarding of new starters
- Provide administrative support across the project leadership group

### **Education & Experience**

- Post-secondary designation in Business (or equivalent)
- Minimum 7 years administrative experience within a project environment, preferably including experience running an office.
- Proficient computer skills, with advanced knowledge of Microsoft Office applications (Power Point, Word, Excel) and ability to learn new software.

## Required Skills

- Excellent oral and written communication skills, including the ability to present ideas clearly.
- Ability to take initiative and work independently as well as across different levels of the organization.
- Ability to work in a fast-paced, dynamic environment managing multiple priorities under tight deadlines.
- Strong attention to detail and exceptional organizational skills.
- Friendly disposition and customer service attitude required.
- Proficient computer skills, with advanced knowledge of Microsoft Office applications (Power Point, Word, Excel), SharePoint and ability to learn new software.

To apply, please send your cover letter and resume to [hr@cumtn.com](mailto:hr@cumtn.com). Please include '**Office Manager, Eva Copper**' 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.