

**Trilogy Metals Inc.** (“Trilogy” or the “Company”) is a base metals exploration and development company dedicated to advancing exploration and mine development at its Upper Kobuk Mineral Projects (UKMP), a high-grade copper-zinc-lead-gold-silver minerals district in Northwest Alaska. Trilogy has formed an alliance with NANA, an Alaska Native Corporation, and both companies are committed to developing the UKMP in cooperation with the local communities. Our vision is to develop the Ambler mining district into a premier North American copper producer. Trilogy, a publicly traded company, trades on both the TSX and NYSE American under the symbol “TMQ”.

**Core Values:**

Safety  
Community  
Communication  
Integrity  
Teamwork  
Respect for People and Nature  
Ownership

**JOB POSTING: EXECUTIVE ASSISTANT**

**LOCATION:** Vancouver, BC

**THE OPPORTUNITY**

Trilogy Metals is currently seeking an experienced, professional, and resourceful Executive Assistant, to replace our retiring EA. This role supports primarily the CEO, while building strong working relationships with the CFO, Investor Relations, and the Board of Directors. This position is responsible for full management of the Vancouver office.

**KEY RESPONSIBILITIES**

In addition to the typical responsibilities of an Executive Assistant, this role will be responsible for providing a high level of confidential support to an entrepreneurial, busy, and very dynamic CEO. Key responsibilities include:

- Coordinate cost-effective, frequent, and sometimes complex international travel arrangements, creating itineraries and obtaining travel visas when required
- Liaise between the CEO and key stakeholders including shareholders, investors, partners, and indigenous leaders
- Extensive and often complex calendar management in a fast-paced and ever-changing environment
- Complete the CEO’s monthly expense report which can be large and complex
- Establish priorities, anticipate needs, and manage multifaceted activities
- Expertly format large reports in MS Word for professional presentation and dissemination
- Manage and coordinate the Board of Directors and Committees, including the dissemination of all confidential pre-board meeting material, scheduling, conference calls, web-meetings and minute-taking
- Act as administrator of the Company’s electronic Document Management System for all official records
- Undertake all the responsibilities of managing a small office of 10-15 people including but not limited to security access, systems administration, vendor liaison, office maintenance, new-hire orientation, catering and special events.

**REQUIRED SKILLS & EXPERIENCE**

The successful candidate is a seasoned professional with significant past experience as the right-arm to C-level executives. The ideal candidate is assertive, confident, and able to patiently and persistently extract information from others as needed. Required skills, education, and experience include:

- A diploma in Office Administration or equivalent combination of education and experience; designation as a Certified Administrative Professional is an asset
- Minimum 10 years’ experience in administration with at least 2 years supporting C-Level executives
- Tech savvy with advanced Microsoft Office skills, especially in Outlook and Word; MS Office Specialist (MOS) certification is an asset
- Experience with Concur Expense/Travel software is desirable
- Superior attention to detail, particularly under tight deadlines
- Ability to show initiative and be proactive while exercising good judgement and diplomacy
- Resourceful with a high level of integrity and common sense
- Available for infrequent travel and to occasionally work outside of regular business hours

Preference will be given to applicants with experience in the mining industry or a publicly-traded company, and in working with indigenous leaders and their communities.

**WHAT WE OFFER**

- A competitive salary commensurate with skills and experience
- Comprehensive health and dental benefits
- Retirement savings plan with employer matching contributions
- Being part of a successful team that cultivates a culture of fun and mutual respect

If you are interested in this opportunity please email your resume and cover letter highlighting your relevant experience to [info@trilogymetals.com](mailto:info@trilogymetals.com) . We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

This position will close on **April 12, 2019**.