

## Administrative Assistant

May 5, 2010



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**Location:** Vancouver

**Position Reports to:** Human Resources

**Company Name:** HDSI

**Position Summary:** Provide administrative support to a variety of different departments.

Through active participation ensure the Company's activities adhere to the [Responsible Mineral Development](#) philosophy. Implement, enforce and support the highest standards of health, safety & environmental management, local socio-economic interaction & corporate conduct.

### **Key Result Areas & Specific Responsibilities:**

#### **Administrative Assistance**

- Provide daily administrative support as needed, including coordination of team member's calendars, scheduling meetings, documentation of meeting notes/action items; coordinating travel/hotel arrangements; expense reimbursements, etc.;
- Work with Executive Assistants and existing administrative staff to ensure the delivery of high quality support services;
- Maintain office equipment including filling the photocopiers and faxes with paper and changing toner as and when needed;
- Assist in collation and distribution of reports and various other communications;
- Boardroom bookings including setup and cleanup;
- When required, perform all reception area duties (for designated area) such as receiving incoming calls, taking messages, accepting deliveries, mail collection/distribution and greeting visitors;
- When required, maintain designated kitchen(s) including dishwasher responsibilities, kitchen stock orders and cleanliness of kitchen; and
- 10th Floor reception coverage as needed.

#### **File Management**

- Clean old /current project files and filing cabinets; shred, recycle and file as directed;
- Prepare files codes, assemble material, and file all project information in a timely manner;
- Assist in the implementation of new file codes/procedures; and
- Assist in collation and copying of required files, preparing file codes and table of contents.

#### **Other**

- Participate and contribute in special projects and other duties as required.

### **Position Requirements:**

#### *Qualifications, Skills & Experience.*

- Minimum 2 years administrative experience;
- Intermediate PC skills with Microsoft Office Suite (word, Excel, PowerPoint, etc.);
- Strong knowledge of administrative practices and procedures;
- Ability to manage sensitive, complex, confidential information;
- Excellent verbal and written communication and interpersonal skills;
- Professional appearance and presentation;
- Ability to prioritize and multitask in a fast paced environment;
- Strong attention to detail;
- Confidentiality and discretion; and
- Outgoing and professional attitude.