



Office Manager

Hecla Mining Company is a precious metals company. Established in 1891 in one of the world's most prolific silver producing districts, northern Idaho's Silver Valley, Hecla Mining Company's rich history of mining has distinguished it as a respected precious metals producer. Hecla is the oldest U.S. based precious metals mining company in North America and the largest producer of silver in the U.S. Headquartered in Coeur d'Alene, Idaho, with a sister office in Vancouver, B.C., and our international, publicly traded company is 125 years old.

Hecla mines, processes and explores for silver, gold, lead and zinc in the U.S., Canada and Mexico. Hecla currently produces silver from two underground mines, Lucky Friday in Idaho's Silver Valley and Greens Creek near Juneau in Southeast Alaska, gold from Casa Berardi in Quebec, and both metals from our surface mine at San Sebastian in Durango, Mexico. Hecla also has development projects in Colorado and northwest Montana. Ideally positioned to grow, Hecla has developed a solid base with long-life, low-cost mines; five district-sized land positions with organic growth opportunities; and an excellent cash position with limited debt.

We are looking for an experienced **Office Manager** who will be located at our corporate headquarters in Vancouver, BC, CANADA. The Office Manager reports directly to the Senior Vice President, Exploration and will work closely with the Vancouver based executive team, and staff at our US based corporate office in Coeur d' Alene, ID.

Essential Functions and Responsibilities of the Position:

- Provide support for the executive staff and manage the daily administrative operations of the front office
- May assist in the development, design, and coordination of projects
- Provide administrative support including, but not limited to, arranging travel, coordinating meetings and events

Requirements

- Microsoft Office Suite experience required - intermediate to advanced level
- Excellent communication skills, both written and verbal
- Self-starter, ability to work independently as well as work in a team environment
- Ability to adapt to change quickly while demonstrating flexibility
- Requires professionalism, diplomacy, discretion and confidentiality
- Requires setting priorities and being organized
- Bi-lingual and/or experience in mining and/or finance is advantageous

Five to ten years of executive administrative experience preferred (or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved).

This job profile is subject to modification as necessitated by business needs and organizational, technological and industry change.

Hecla is proud to offer competitive compensation commensurate with education and experience and a comprehensive benefit portfolio that provides health & welfare, paid time off and retirement plans for employees, including medical, dental and vision coverage for eligible dependents.

Resume with cover letter may be sent via email to resume@hecla-mining.com, or mailed to:

Human Resources Hecla Mining Company
6500 N. Mineral Drive, Suite 200
Coeur d'Alene, ID 83815-9408

Hecla is an Equal Opportunity Employer; it is the Company's policy and practice not to discriminate against any employee or candidate because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, or physical or other disability