

# Corporate Administrator

Vancouver, Canada

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*Eldorado Gold is a low-cost gold producer with operations in Asia, Europe and South America. We have seven operating mines and a pipeline of projects in different stages of construction and development. We also operate an extensive exploration program.*

*Eldorado is focused on building a solid, successful, mid-tier gold company. Our vision is to create a long-term, profitable business with healthy margins using a disciplined and responsible approach to growth. We combine our technical expertise with capital discipline to grow our resources and reserves, develop our assets, increase production levels and identify new opportunities. In doing this, we create and deliver value for all our stakeholders.*

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We are currently seeking an experienced Corporate Administrator to join our team in Vancouver.

Reporting to the Executive Vice President, Administration and Corporate Secretary, you will be responsible for administrative services related to a broad range of office administration and corporate secretarial activities. You will assist in the coordination and management of corporate records, regulatory filings and administrative functions for the Company and its subsidiaries.

You will assist and work closely with the Assistant Corporate Secretary to ensure:

- Effective co-ordination of Meetings of the Board of Directors and Committees of the Board;
- Effective and timely preparation of Board Meetings and Board Meeting materials;
- Maintenance of the Board of Directors portal and Minute Books;
- Maintenance of corporate records and summaries of the Company and all subsidiaries;
- Maintenance of record books of constating documents of the Company;
- Maintenance of shadow constating documents and legal agreements of subsidiaries in the Company's Global Records Management System; and
- Filing of corporate disclosure, material change documents and other statutory or regulatory filings on SEDAR, EDGAR and SEDI.

Ideally, you will be an experienced Legal Assistant, Paralegal or equivalent, with the following:

- Five to seven years of experience in legal/administration and/or broad based experience with multi-national publicly traded mining resource companies;
- Proficiency in Microsoft Office including Word, Excel, Visio and Outlook;
- Experience in SEDAR, EDGAR and SEDI filings;
- Demonstrated ability to interact with all levels of personnel including Board members and senior management staff both domestic and foreign;
- Strong attention to detail with excellent verbal and written communication skills;
- Exceptional interpersonal skills;
- Integrity, tact and ability to maintain confidentiality in dealing with a range of stakeholders;
- Ability to work independently and under general direction;
- Ability to organize and prioritize effectively – a proven multi-tasker; and
- A high level of energy, self-motivation and results orientation.

If you are interested in this excellent, career development opportunity please submit your resume and cover letter to Eldorado Gold Corporation at [hr@eldoradogold.com](mailto:hr@eldoradogold.com).