



Administrative Assistant

Location: Timmins, Ontario

Company: Explor Resources Inc., a subsidiary of Galleon Gold Corp – West Cache Gold Project

Employment Type: Full-time, On-site, Regular Business Hours

About the Company

Explor Resources Inc, a subsidiary of Galleon Gold Corp. is an exploration and development company advancing the West Cache Gold Project located in Timmins, Ontario. As the Company transitions through advanced-stage exploration toward bulk sampling and development activities, we are seeking a highly organized and motivated Administrative Assistant to support our growing team.

Position Summary

The Administrative Assistant will play a key role in supporting daily office operations at the West Cache Gold Project. This position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced mining and exploration environment. The Administrative Assistant will assist the General Manager and fields team.

This role is based in Timmins, Ontario and operates during regular business hours.

Salary

Between \$25 to \$37 an hour, 40 hours/week.

Key Responsibilities

- Process and track invoices, purchase orders, and expense reports
- Maintain organized digital and physical filing systems
- Coordinate scheduling for site personnel, consultants, and management
- Support safety documentation and compliance tracking
- Assist with meeting coordination, including preparation of materials and minutes
- Maintain inventory of office and site supplies
- Provide general administrative support to the exploration and development team
- Liaise with contractors, suppliers, and regulatory contacts as required
- Arrange travel schedules and make reservations

Qualifications & Experience

- 2+ years of administrative experience (experience in mining, construction, or industrial environments considered an asset)
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Strong organizational and time-management skills
- Ability to handle confidential information with discretion
- Excellent written and verbal communication skills
- Familiarity with safety documentation and compliance processes is an asset
- Ability to work independently and as part of a team
- Must have a valid driver's license and reliable means of transportation

. What We Offer

- Competitive compensation
- Stable, regular weekday schedule
- Opportunity to work within a growing exploration and development company
- Opportunities for professional growth
- Exposure to a dynamic mining project in the Timmins camp

Interested candidates are invited to submit their resume and cover letter outlining relevant experience to Info@galleongold.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.