



PAN AMERICAN
— SILVER —

Pan American Silver was created with the intention to provide investors with the best vehicle to gain exposure to higher silver prices. Our vision is to be the world's pre-eminent silver producer, with a reputation for excellence in discovery, engineering, and sustainable development. Pan American Silver has several underground and open pit operations in Canada, Mexico, Guatemala, Peru, Chile, Brazil, Bolivia, and Argentina.

Pan American Silver is committed to advancing diversity and developing inclusive leadership teams that are representative of the communities we serve. The Company provides equal opportunities to all persons regardless of age, color, national origin, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression or any other characteristic protected by federal, provincial, or local law.

Administrative Assistant - Health and Safety

Reporting directly to the SVP, Technical Services & Process Optimization, the Administrative Assistant will provide administrative support to the Technical Services, Safety and Process Optimization team and SVP, exercising initiative and good judgment. The successful candidate will manage sensitive information with professionalism and discretion.

Major Responsibilities:

- Provide administrative support to the Technical Services, Safety and Process Optimization team and SVP of Technical Services & Process Optimization.
- Serve as a liaison between site operations and the Corporate Office.
- Provide administrative support to the Senior Director of Health and Safety, the Director of Safety Projects, and the Site Safety Managers and their teams.
- Organize, coordinate and translate monthly safety meetings with Occupational Health and Safety (OHS) leaders, country managers, and general mine managers through virtual platforms.
- Complete quarterly summary of accidents and incidents.
- Verify and ensure that the monthly safety report provided to the Senior Director, Health and Safety corresponds with the information provided to each of the operations.
- Collect and analyze health and safety data from all operations and contribute to the Board's quarterly safety reports.
- Prepare the slide safety summary to be presented to the Board of Directors at quarterly Board meetings.
- Prepare confidential reports, charts, and tables relating to safety operations as requested.
- Receive and manage all Lost Time Incident (LTI) reports.
- Contribute to developing a strategy to ensure that all sites understand the importance of safety and improve safety performance.
- Prepare and provide training on safety data for the operations.
- Translate safety documents, presentations, and information from English to Spanish and vice versa, as needed.
- Provide support to the Crisis Management team and maintain up-to-date documentation.
- Coordinate training courses for Corporate Crisis Management.
- Prepare expense reports and credit card reports for the Technical Services/Safety team and SVP, Technical Services & Process Optimization.
- Organize and coordinate international and domestic travel and related requirements, including travel authorizations, flight tickets, hotel reservations, airport transfers, and other expenses.



PAN AMERICAN
— SILVER —

- Schedule meetings and team building sessions for the Technical Services, Safety and Process Optimization team as required. This includes Annual General Meetings and budget meetings.
- Coordinate meetings and events for the corporate office and operations, including the location, catering, preparing materials, and attending the events.
- Support any other related projects that may arise.

Qualifications:

- Post-secondary education, such as a college diploma or university degree.
- Prior experience as an administrative assistant with strong organization and prioritization skills.
- Strong written and verbal communication skills in English.
- Ability to work collaboratively as an effective team member.
- Proficiency in Microsoft Office.
- Working knowledge of office equipment, printers, copiers, etc.
- Knowledge of office management systems and procedures.
- Ability to work in a diverse group and have “can-do” attitude.

Other beneficial skills (not explicitly required):

- Proficiency in Spanish.
- Strong knowledge of Latin American culture.
- Experience in health and safety processes.

Salary range:

\$50,000-\$58,000, plus competitive benefits package.

Benefits:

- Extended healthcare, including a health spending account
- Dental
- Employee & Family Assistance Program
- Emergency Travel Assistance
- Long-Term Disability insurance
- Accidental Death and Dismemberment insurance
- Critical Illness insurance
- Group RRSP

Job Types:

Full-time, Permanent.

Interested candidates please apply in confidence to hr@panamericansilver.com by June 30, 2024.

We thank all applicants for showing an interest. Only candidates under consideration will be contacted.