

## Executive Assistant & Office Manager

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### Mission

We are on a mission to deliver lithium to the world in the most efficient, responsible, and profitable ways possible. We are looking for people with ambition, energy and talent to join our team.

### Role

The Executive Assistant & Office Manager will play an important role for Lithium Nevada. You will help the executive team with organizational and administrative tasks, and be an integral part of the Reno-based team. Many tasks will come your way, often at short notice. It will be important to react quickly to different needs while maintaining attention to detail. We will look to you for support in tasks such as managing incoming expenses, planning company events, and drafting up letters or presentations. Strong communication is a must. While the role may be challenging, it should also be very rewarding.

The position will be based in Reno, Nevada. This role could be based on part-time or full-time work arrangements.

### Responsibilities

As a key member of the team, we would look to you to deliver on the following:

- Booking and maintaining travel arrangements for the executive team
- Organizing and scheduling meetings
- Monitoring and controlling expenses, handling invoices
- Preparing and editing correspondences, support legal and contract filings
- Reviewing public relations, legal or financial documentation
- General office upkeep, including maintaining office and kitchen supplies
- Handling incoming and outgoing mail and curriers
- Liaising with our Vancouver and other satellite offices
- Other miscellaneous tasks related to supporting administrative, logistic and operational activities

## Job Qualifications

### Required

- Some post-secondary education required, Bachelor's Degree preferred.
- Minimum 5 years of relevant work experience.
- Outstanding communication and organizational skills with the ability motivate team members.
- Quick and accurate with numbers.
- Impeccable attention to detail when preparing deliverables from excel spreadsheets, formal letters to event luncheons.
- Ability to multi-task and run several projects in parallel, while prioritizing and pursuing critical-path tasks on an accelerating schedule.
- Be comfortable with constantly evolving needs of the team.
- Be a self-starter: highly motivated, able to work independently, with high energy.

### Preferred

- Experience in Administrative, Logistics, and/or Human Resources role(s).
- Experience in energy, mining, or technology industries.
- Worked within an organization that prioritizes a culture of safety and environmental stewardship.

Please submit your resume, references, and a short note as to your motivations on why you'd like to pursue this role to: [HR@lithiumamericas.com](mailto:HR@lithiumamericas.com).

Lithium Nevada Corp. (LNC) is a subsidiary of Lithium Americas Corp. (LAC). LAC is an equal opportunity employer. LAC is a Canadian listed public company with two advanced lithium development projects in Argentina and Nevada, USA.

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