



Job Description

Title: Executive Assistant	Reports to: SVP, Chief Legal Officer & Corporate Secretary
Status: Full Time	Location: Lead, SD
FLSA: Exempt	Updated: 3/3/2025

Position Summary:

The Executive Assistant provides high-level administrative, organizational support to the President & Chief Operating Officer (“COO”) and the SVP, Chief Legal Officer, & Corporate Secretary (“CLO”) of Dakota Gold Corp. This role is responsible for managing complex scheduling, supports executive communications, and oversees logistics for meetings and company events. This position requires exceptional professionalism, discretion, and attention to detail in a fast-paced and confidential environment.

Essential Functions:

Executive Support & Communications

- Manage complex calendars, coordinate meetings, schedule appointments, and arrange detailed domestic and international travel logistics for the COO and CLO.
- Prepare, review, and process correspondence, reports, presentations, and other documents with accuracy and attention to detail.
- Serve as a liaison between COO/CLO and internal and external stakeholders to ensure timely communication and follow-up.
- Respond professionally to incoming calls, emails, and voicemail messages.

Meeting and Event Coordination

- Coordinate event logistics for company meetings, investor events, and community events held on Company property.
- Greet visitors and coordinate logistics for Company meetings and events, including meeting room setup and support for virtual meeting platforms.
- Distribute accurate and timely communications related to meetings and events.
- Coordinate shipment of banners and booth materials to conferences for U.S and Canadian staff and managers as needed.
- Bartend at company events as needed and maintain required certifications.

Office and Operational Administration

- Manage incoming and outgoing mail, FedEx, and courier services, ensuring timely distribution to the appropriate departments.
- Maintain inventory of office supplies for all departments, including special order items.
- Manage and maintain company swag, investor and conference materials, and holiday décor.
- Maintain exterior building signage and ensure it is updated as needed.
- Manage Square point-of-sale transactions and ensure deposits and documentation are submitted to Accounts Payable.
- Perform office-related duties that may require travel to Spearfish, Sturgis, and Rapid City.



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Finance & Administration Support

- Coordinate expense reporting, vendor invoices, and budget-related items in collaboration with the Finance team.
- May provide accounts payable support by processing invoices submitting documentation and filing records in Teams, making bank deposits, and routing financial correspondence.
- Reconcile corporate credit cards and manage office petty cash, maintaining accurate tracking spreadsheets and submitting quarterly reports to Accounts Payable.

Onboarding & Guest Support

- Support onboarding new hires and consultants, including preparation of welcome materials, PPE and swag.
- Assist with temporary housing arrangements as required.
- Prepare, maintain, and inventory personal protective equipment (PPE) for guests, and employees, ensuring the PPE cabinet remains fully stocked.
- Ensure Safety Data Sheets (SDS) are current and provided to Operations.

Key Competencies

- **Professionalism and Integrity:** Demonstrates sound judgment, discretion, and reliability when handling confidential and sensitive information.
- **Organizational Excellence:** Strong ability to prioritize tasks, manage multiple deadlines, and maintain accuracy under pressure.
- **Communication Skills:** Exceptional written and verbal communication abilities; professional and diplomatic interpersonal style.
- **Attention to Detail:** Ensures precision in documentation, proofreading, and data management
- **Technical Proficiency:** Advanced use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Adaptability:** Flexible and resourceful in managing shifting priorities in a dynamic corporate environment.
- **Collaboration:** Works effectively with cross-functional teams, Board members, and external partners.

Training and Experience Required:

- **Education:** Bachelor's degree in Business Administration, or a related discipline preferred.
- **Experience:** Minimum of five (5) years of experience as an Executive Assistant or Senior Administrative Professional supporting a C-suite executives.



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- **Industry Experience:** Prior experience in mining, natural resources, energy, or other industrial sectors is strongly preferred.
- **Technical Skills:**
 - Advanced proficiency in Microsoft Office Suite and collaboration tools.
 - Strong organizational and communication skills.

Physical Demands/Work Environment

- **Work Setting:** Primarily office-based within the corporate headquarters, with occasional travel to exploration worksites or off-site meetings as required.
- **Physical Requirements:**
 - Ability to sit for extended periods using a computer and other standard office equipment.
 - Prolonged periods of sitting at a desk and working on a computer.
 - Regular use of hands and fingers to operate office equipment, calculators, and computer keyboards.
 - Occasional lifting of files or materials up to 10 pounds (e.g., files, binders, or office supplies).
 - Dexterity and visual acuity to handle document preparation and electronic filing.
 - Occasional standing, walking, bending, or reaching to access office materials.
- **Work Hours:** Standard business hours with flexibility for extended hours during Board cycles, reporting deadlines, event attendance, or for special projects.
- **Environment:**
 - Professional office environment with frequent interaction across departments and standard business hours.
 - Frequent interaction with team members, management, and other departments.
 - May experience moderate noise levels from office equipment and conversations.
 - Consistent adherence to confidentiality and data security standards.