



## **Legal Assistant**

**Report to:** Legal Operations and Corporate Governance Manager

**Department:** Legal

**Location:** Tempe, AZ

### **About Ivanhoe Electric Inc.**

We are a United States-domiciled minerals exploration company with a focus on developing mines from mineral deposits principally located in the United States. We seek to support American supply chain independence by finding and delivering copper and other critical metals vital to advanced manufacturing, infrastructure development, technology, and national security. We use our powerful Typhoon™ geophysical surveying system, together with advanced data analytics provided by our 94.3%-owned subsidiary, Computational Geosciences Inc. ("CGI"), to accelerate and de-risk the mineral exploration process as we seek to discover new deposits of critical metals that may otherwise be undetectable with traditional exploration technologies. We believe the United States is significantly underexplored and has the potential to yield major new discoveries of critical metals. Our mineral exploration efforts focus on copper and other metals, including nickel, cobalt, platinum group elements, gold, and silver. Through the advancement of our portfolio of critical metals exploration projects, headlined by the Santa Cruz Copper Project in Arizona, we intend to contribute to domestic supply by developing resources that support industrial and strategic sectors. We also operate a 50/50 joint venture with Saudi Arabian Mining Company ("Maaden") to explore for minerals on ~48,500 km<sup>2</sup> of underexplored Arabian Shield in Saudi Arabia. Finally, in 2024, we established an exploration alliance with BHP Mineral Resources Inc. ("BHP"), a subsidiary of BHP Group Limited, to search for critical minerals in the United States.

### **Duties and Responsibilities:**

- Provide administrative and legal support to the General Counsel and Legal Operations and Corporate Governance Manager.
- Assist with the preparation, organization, and maintenance of corporate records.
- Maintain legal files, contract databases, and document management systems.
- Coordinate document execution, including electronic signatures and record retention.
- Assist with the preparation and filing of corporate documents and regulatory filings as needed.
- Track deadlines related to contracts, compliance matters, and legal projects.
- Assist with contract administration, including organizing agreements and maintaining contract summaries.
- Coordinate meetings, calendars, and travel arrangements for legal department leadership.
- Prepare correspondence, reports, and legal documents as directed.
- Manage outside counsel invoices and assist with legal billing processes.
- Maintain confidentiality of sensitive corporate and legal matters.

**Skills and Experience Required:**

- Document and Workflow Management
  - Formatting legal documents and contracts
  - Version control across multiple drafts
  - Managing signature processes (including e-signature platforms)
  - Maintaining document repositories
- Calendar & Deadline Management
  - Tracking:
    - SEC filing deadlines
    - board meetings
    - earnings releases
    - regulatory deadlines
- Office & productivity
  - Microsoft Word (advanced formatting)
  - Excel
  - PowerPoint
  - Outlook
- Confidentiality and Judgment
  - Exceptional discretion with sensitive information
  - Ability to manage material non-public information
  - Professional judgment interacting with executives, board members, outside counsel and regulators
  - Extreme attention to detail
- Other Skills
  - Extreme attention to detail
  - Executive presence
  - Ability to prioritize multiple urgent deadlines
  - Strong written communication
  - Diplomacy working with senior leadership

**Qualifications:**

- Associate or bachelor's degree
  - Fields: paralegal studies, business administration, legal studies, or communications
  - Legal secretary or paralegal certificate (preferred but not required)
  - 5+ years of legal administrative experience, ideally including:
    - Corporate law
    - Securities law
    - In-house legal departments
    - Large law firms supporting corporate partners



**Diversity Statements:**

Ivanhoe Electric is an equal opportunity employer that recognizes the value of a diverse workforce. All suitably qualified applicants will receive consideration for employment on the basis of objective criteria and without regard to the following (which is a non-exhaustive list): race, color, age, religion, gender, national origin, disability, sexual orientation, gender identity, or other characteristics in accordance with the relevant governing laws.

The Company offers a professional and entrepreneurial office environment and the opportunity to work and grow with talented colleagues. The Company offers competitive compensation and an employee benefits package. Please forward your resume, cover letter with salary expectations, and references to Human Resources at [humanresources@ivanhoeelectric.com](mailto:humanresources@ivanhoeelectric.com).

