



## **Office and Facilities Coordinator**

**Report to:** General Manager

**Department:** Administrative

**Location:** Santa Cruz Copper Project – Casa Grande, 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 as well as 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.

The office and Facilities Coordinator supports the General Manager - Construction and a team of Directors by coordinating office and facilities activities and ensuring consistent, efficient day-to-day office operations for the Santa Cruz Copper Project. This role provides calendar and travel coordination, meeting support, document and records management, coordination across multiple facilities, and general administrative services to help the leadership team operate effectively. The position also performs office and facility management activities, coordinating office services, access and visitor logistics, vendors, and workplace readiness to support a productive work environment.

### **Duties and Responsibilities:**

- Key interactions include the General Manager - Construction; Directors; internal departments (e.g., HR, Finance/Accounting, IT, Procurement); contractors and consultants; and office service and travel vendors.
- Provide front-desk support by welcoming visitors and directing inquiries appropriately (e.g., employees, contractors, vendors, community members).
- Maintain electronic and hard-copy filing systems, as assigned.

- Retrieve and compile information from records, email, meeting minutes, and other documents; prepare written summaries when required.
- Respond to and resolve routine administrative inquiries and requests (e.g., office services, onboarding logistics, document routing), escalating as appropriate.
- Coordinate calendars, meetings, and appointments for the General Manager and Directors, including room bookings and logistics (e.g., internal stakeholders, consultants, contractors, and visitors).
- Prepare meeting agendas and supporting materials; distribute information and track follow-ups, as needed (e.g., action logs, decision records, and meeting minutes).
- Manage office supplies and coordinate maintenance or service for office equipment (e.g., IT support, printers/copiers, office service vendors).
- Coordinate office and facility services to support daily operations (e.g., janitorial, water service, pest control, and waste removal), including scheduling and issue resolution.
- Serve as the primary point of contact for office service vendors and building/site service providers; track requests, follow up on work completion, and maintain service records.
- Coordinate office access and visitor logistics (e.g., badging, sign-in procedures, and meeting room access) in alignment with site protocols.
- Maintain office and meeting spaces to support leadership and business needs (e.g., room scheduling standards, basic setup for meetings, and coordination of audiovisual/teleconference support with IT).
- Manage incoming and outgoing mail, courier shipments, and deliveries; maintain logs and coordinate pickups and drop-offs, as required.
- Support office setup and changes (e.g., workstation moves, basic inventory of office equipment and supplies, and coordination of small office projects).
- Coordinate travel arrangements and prepare and submit expense reports (e.g., airlines, hotels, ground transportation, and internal accounting requirements).
- Perform other related duties, as assigned.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds, as needed.
- Ability to perform office duties in a construction project environment, including travel to site locations as required.

**Skills and Experience Required:**

- 3 - 5 years of experience in an administrative support role, preferably supporting senior leaders.
- Strong written and verbal communication skills.
- Demonstrated ability to handle confidential information with discretion.
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.).
- Strong organizational skills, attention to detail, and the ability to manage competing priorities.



- Working knowledge of administrative procedures and systems (e.g., recordkeeping, filing, and document control).
- Ability to work independently while maintaining strong coordination with a leadership team.

**Qualifications:**

- Post-secondary education in Business Administration, Office Administration, or a related discipline, or an equivalent combination of education and experience.
- Experience in office/facility coordination in an industrial, construction, mining, or project environment.
- Training in basic workplace safety and hazard awareness; familiarity with site access controls and visitor management protocols.
- OSHA safety training (current internal standard), as required for site access.
- MSHA training/certification will be required as applicable as the site transitions to MSHA standards.
- First Aid/CPR certification (preferred).
- Valid driver's license and ability to travel locally to support site and office needs (as required).

**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).

