

Job Title: **Investor Relations Coordinator**

Date Posted: November 11, 2021

Location: Toronto, ON

Reference No.: 2021-020

Position Type: Corporate Office

Schedule: Monday to Friday

**About the Opportunity:**

Based at the Corporate Office in Toronto, ON with occasional travel to the project site, we currently have an exciting opportunity for an **Investor Relations Coordinator** to join our Finance team reporting to the **Chief Financial Officer**.

**About the Company:**

Treasury Metals Inc. is an exploration and mining development company currently in the process of moving the Goliath Gold Complex through the development process. The Goliath Gold Complex is located proximal to the beautiful communities of Dryden and Sioux Lookout, both well-appointed with key amenities and services.

**About the Position:**

The **Investor Relations Coordinator** will be responsible for supporting both the **Chief Financial Officer** and the **Chief Executive Officer**, playing a key role in coordinating the investor relations activities for a TSX-listed mining company.

**RESPONSIBILITIES:**

**Press Releases:**

- Assist with the drafting and dissemination of press releases, presentations and other corporate materials
- Provide clear and effective oral and written communications when requesting information from others, responding to requests and coordinating investor relations projects and publications
- Communicate clearly and positively with external stakeholders to promote and enhance the Company's image
- Research peer companies, to compare Company IR practices, to stay current and informed and to ensure best practice
- Implement and maintain efficient administrative systems
- Maintain stakeholder mailing lists

***Website, Social Media and Intranet Maintenance***

- Be the primary point of contact with web site hosting partner(s)
- Manage the Company's social media through posting of internally generated and third-party content

***Project and Event Coordination***

- Manage the assembly and distribution of materials for AGMs, IR conferences, marketing road shows, analyst workshops, and all other meetings as required
- Organize site visits, including arranging charters, preparing materials and managing all logistics
- Set up booth and represent the Company as required at retail conferences.

***Office Management***

- Manage all off-site storage accounts and locations, including regular archiving of files
- Emergency contact for building emergencies (during the work week and after hours)
- Act as the primary contact person with building management for all building-related interactions
- Equipment maintenance and repairs, such as photocopier issues

**QUALIFICATIONS:**

A minimum of a Bachelor's degree in Finance, Business, Geology or a related field:

- A Minimum of five years of capital experience, preferably in corporate investor relations, marketing, or similar experience
- Proficient knowledge of Microsoft Office, specifically PowerPoint and Excel
- Working knowledge of graphics software, such as Adobe Photoshop or any other similar product
- Strong project management, communications and organizational skills are required
- Mining experience is an asset
- Capacity to work to tight deadlines
- Must be able to handle a high level of confidentiality

**Send resumes to: [careers@treasurymetals.com](mailto:careers@treasurymetals.com)**