



Administrative Assistant

OPPORTUNITY DETAILS

Li-FT Power Ltd. (Li-FT) is seeking a motivated and detail-oriented professional to join our small and dedicated team as an Administrative Assistant on a full-time basis. This is a newly created role within the Company. Reporting to Li-FT's Corporate Secretary, the Administrative Assistant will support the execution of Li-FT's corporate strategy and operations across all core business functions and will work closely with Li-FT's Corporate, Finance, Project Development, Exploration, and Sustainability teams. This is an excellent opportunity for someone who is well organised, detail-oriented, and thrives in a dynamic, collaborative, and fast-paced environment.

Key Responsibilities

- Act as the first point of contact for the Company, including staffing the reception desk;
- Screen and handle all incoming inquiries and direct email traffic;
- Manage office equipment, supplies, and services and coordinate with building administration, vendors, and suppliers;
- Manage the administration of other corporate assets, including apartments and vehicles, and coordinate the use of these assets by Li-FT team members and consultants;
- Support Li-FT's Management Team with meeting and event planning, calendar organisation, and other tasks as needed;
- Plan, organize, and implement business meetings and events and corporate social activities;
- Manage and perform clerical activities such as printing, collating, and circulating reports and materials, organising mail, and shipping;
- Manage corporate documents and filing systems;
- Establish and co-ordinate administrative policies and procedures;
- Prepare and proofread presentations, reports, and spreadsheets;
- Draft meeting minutes and track action items;
- Coordinate the signing and filing of documents;
- Assist with regulatory filings;
- Coordinate onboarding and training of new employees;
- Provide general administrative support across all departments, collaborating with teams as needed to ensure smooth day-to-day operations; and
- Undertake other tasks and responsibilities as assigned from time to time.

Qualifications

- A diploma or certificate in an administrative professionals' program (preferred);
- Five years of relevant experience as an administrative professional providing support across a fulsome suite of corporate functions (essential);
- Bilingual (English/French; essential);
- Proficiency in Microsoft Office (essential);
- Strong computer skills including data entry, proofreading, and document management (essential);
- Experience supporting senior management or executive teams is an asset;
- Experience working for publicly traded companies (essential); and
- Experience working in the mineral exploration or resource development sectors (preferred).

Knowledge, Experience, and Personal Traits

- Strong organizational skills with the ability to manage multiple tasks, priorities, and deadlines;
- Professional demeanor with a high level of integrity, accountability, and discretion;
- Proven track-record of effectively managing confidential material;
- Strong written and verbal communication skills;
- Exemplary attention to detail;
- Ability to work collaboratively within a small team and to support senior staff and consultants in a fast-paced environment;
- Thrives in a dynamic, fast-paced environment;
- Must be legally entitled to work in Canada.

Location

Vancouver, British Columbia.

Travel Requirements

Occasional travel may be required to oversee corporate assets.

Compensation

Li-FT offers competitive compensation packages that include short- and long-term incentives and extended health benefits. The compensation package will be commensurate with the successful candidate's qualifications, experience, and geographic location.

We Are an Equal Opportunity Employer

Consideration for employment is based upon qualifications and experience without discrimination on the basis of race, colour, gender, age, religion, national origin, disability, veteran status or any other protected characteristic as established by law.

We appreciate your interest in a career at Li-FT Power. Please note that only shortlisted candidates will be contacted for an interview. Agency services are not required at this time.

Contact

Applications, including a resume and cover letter, should be sent to admin@li-ft.com.

ABOUT Li-FT

Li-FT Power Ltd. (TSXV: LIFT; OTCQX: LIFFF; FRA: WS0) is a mineral exploration company engaged in the acquisition, exploration, and development of lithium pegmatite projects located in Canada. The Company's flagship project is the Yellowknife Lithium Project located in Northwest Territories, Canada. Li-FT also holds three early-stage exploration properties in Quebec, Canada with excellent potential for the discovery of buried lithium pegmatites, as well as the Cali Project in Northwest Territories within the Little Nahanni Pegmatite Field. The corporate headquarters are located in Vancouver, British Columbia.

Additional Information is available on the Company's website at www.li-ft.com