



About Us

Capstone Copper Corp. is an Americas-focused copper mining company headquartered in Vancouver, Canada. We own and operate the Pinto Valley copper mine located in Arizona, USA, the Cozamin copper-silver mine located in Zacatecas, Mexico, the Mantos Blancos copper-silver mine located in the Antofagasta region, Chile, and 70% of the Mantoverde copper-gold mine, located in the Atacama region, Chile. In addition, we own the fully permitted Santo Domingo copper-iron project, located approximately 30 kilometres northeast of Mantoverde in the Atacama region, Chile, as well as a portfolio of exploration properties in the Americas.

As a Capstone employee, you will become part of a supportive, performance-driven and dynamic environment. You will be given the opportunity to expand your knowledge and skill set working alongside dedicated employees from a variety of backgrounds and cultures. We place the highest priority on employee safety, protecting the environment and enhancing the development of the communities where we operate.

By joining the Capstone team, you will become part of an inclusive team where you will be supported in your career growth through training, diverse opportunities and professional development.

Job Title:

Junior Contract Administrator, Concentrate & Metal Sales

Position Summary:

Reporting to the Marketing Specialist, Concentrate & Metal Sales, the Junior Contract Administrator, Concentrate & Metal Sales will be focused on executing the day-to-day administrative tasks relating to the sales operations and logistics of Capstone's products to the global market. This entry-level role will work closely with the mine sites, relevant service providers and port authorities to ensure accurate and timely shipment of our products.

Position Responsibilities (including but not limited to):

- Prepare sales invoices, stream invoices, supporting documents, and Bills of lading.
- Prepare shipment documentation such as certificates required for export, insurance, packing lists, weight and assay certificates and certificates of origin.
- Issue draft and original Bills of Lading in a timely manner and arrange for courier.
- Respond to emails accurately and in a timely manner.
- Liaise with mine sites on required documentation for shipments.
- Appoint external parties for required services such as party assays, umpire assays or port supervision for each shipment.
- Enter assay results, prepare shipments for assay exchange and execute exchanges according to contractual terms.
- Maintain accurate sales records and continually update the status of all open contracts and shipments.
- Review invoices to ensure services rendered are fully met and organize sending for payment.
- Maintain the status of all incoming and outgoing payments.
- Prepare streaming related documents and procedures.
- Track all invoices issued each quarter to prepare quarterly revenues and provide selling cost accruals and other sales & marketing reconciliations to the Finance team.
- Follow up with buyers to ensure payments are in on time.
- Any other projects/duties that may arise from time to time as required by the role and/or at the request of the Marketing Specialist, Concentrate & Metal Sales.

The Ideal Candidate:

Knowledge

- Experience in an administrative role is an asset.
- Experience in logistics is an asset.
- Strong proficiency using computer applications (i.e. Microsoft Office Suite).
- Mining industry experience is an asset.

Key Competencies / Skills

- Strong interpersonal and communication skills (written and verbal) with the ability to communicate clearly.
- Strong attention to detail as accuracy is critical in this role.
- Demonstrated ability to proactively analyze requirements, prioritize and source solutions in an effective and efficient manner.
- Ability to administer and organize large amounts of time-sensitive, detailed-oriented data.
- Ability to work effectively as part of a team.

Work Environment

- This position is based in Vancouver and eligible for a hybrid work arrangement.
- Potential opportunities for some travel to Capstone's operating mines and ports facilities.
- Given the international nature of sales, flexibility to answer calls and queries for international movements of material outside of normal working hours is expected.

How to Apply:

- Please send your cover letter and resume to hr@capstonecopper.com and include **Junior Contract Administrator, Concentrate & Metal Sales** in the subject line of your e-mail response.

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Our Values:

Our values reflect who we are, what we believe in and what sets us apart.

- **Safety** – Safety is non-negotiable. Making safe choices ensures we can improve the health and well-being of our people, contractors and communities. Zero harm is the ultimate goal.
- **Accountability** – We take ownership for ourselves and our work. We act with integrity. We do everything honestly, ethically, fairly and transparently.
- **Excellence** – We strive to excel at all we do. We continuously seek innovative ways to improve the business. We are focused on growth and committed to unlocking the full potential of ourselves, our teams and our resources.
- **Caring** – We develop open and constructive relationships. We embrace diversity. We see ourselves as stewards of resources. We care deeply for our people, the environment and communities.

Women, Indigenous Peoples, visible minorities, members of the LGBTQ+ community, veterans and individuals with disabilities are all encouraged to apply. If you need any accommodations or adjustments at any time during the interview process, please let us know. We are dedicated to ensuring everyone feels included.