

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 Copper 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:

Specialist, Risk & Insurance (Temporary, 10-Month Term)

Position Summary:

Reporting to the Director, Risk & Insurance, the Specialist, Risk & Insurance will be responsible for providing expert management and administration of Capstone's global risk, insurance and surety programs and providing advice and support to internal stakeholders on all matters relating to risk management and insurance coverage.

Please note that this is a temporary, full-time position from November 2024 to August 2025 (10-month term).

Position Responsibilities (including but not limited to):

Risk

- Coordinate risk management activities:
 - Coordinate the Enterprise Risk Management Framework processes and assist with training and annual workshops.
 - Participate in the identification, quantification and evaluation of Capstone's material risks.
 - Assist with the preparation of the annual risk workshops and critical control monitoring.
 - Coordinate risk register reporting from all sites and key areas, including climate risk work.
 - Draft memos, policies, procedures and templates as required.
- Support with risk disclosures:
 - Assist with public filing disclosure updates such as the preparation of the risk factor updates for the Annual Information Form & Management's Discussion & Analysis, including ESG and climate-related risk disclosures.
- Support the Crisis Management Team:
 - Coordinate updates to the Crisis Management Plan from all members of the Crisis Management team.
 - Assist with the drafting and presentation of awareness training, team training and drills.
- Coordinate the travel management process by tracking travel plans to assess any areas of risk and assist with providing travel advisories, with support from third parties.

Insurance

- Effectively and strategically manage the corporate insurance program.
- Develop logical, well-reasoned and cost-effective solutions to problems identified by internal stakeholders related to the identification and analysis of risk, the interpretation of insurance coverage and potential claims scenarios.
- Coordinate the design, negotiation and management of insurance programs in collaboration with the insurance brokers and insurance captive.
- Follow the insurance renewal process, timelines and critical paths with external insurance brokers.
- Participate in market submissions including the gathering and analysis of underwriting data and communications with the departments and mine sites.
- Ensure that adequate insurance coverage is obtained and maintained, including appropriate tracking and reporting.
- Review and follow up of renewal program documentation (i.e. binders, policies and documentation).
- Manage insurance claims by providing direction and expert advice to internal stakeholders on the assessment of a claim, its management and, where applicable, its settlement.
- Track and report on claim outcomes for internal insurance coverage analysis purposes.
- Coordinate and attend annual site risk control visits.
- Coordinate insurance recommendations, including requesting status updates from sites on risk control recommendations and store applicable evidence for external insurance audits.
- Coordinate certificates of insurance requests from sites and request applicable information from brokers.
- Manage financial planning and analysis with respect to the global insurance program collaborating with the Treasury, Finance, Accounting departments and Corporate and Site Controllers.
- Support with the revision of contractual clauses related to indemnity and insurance language for procurement, sales, service and supply contracts.
- Collaborate with the Legal department to review contracts and administer documents for signature and/or notarization.

General Support

- Conduct research on industry best practices or peer benchmarking.
- Coordinate and contribute to the drafting of governance documents such as policies, standards and procedures.
- Coordinate special projects as required, including the Climate Risk & Opportunity Assessment & Scenario Analysis project.
- Coordinate meeting invitations and prepare presentations, meeting materials, insurance forms/submissions and disclosure documents.

Any other projects/duties that may arise from time to time as required by the role and/or at the request of the Director, Risk & Insurance.

The Ideal Candidate:

Knowledge

- 3-5 years of related experience in the risk/insurance management industry, preferably in a global organization.
- Bachelor's degree in Finance, Risk Management Insurance, or a related field, and/or designation in insurance or risk management, such as Canadian Risk Management (CRM), Chartered Insurance Professional (CIP), or equivalent.



- Strong proficiency using computer applications, including Microsoft Office Suite (i.e., Word, Excel, PowerPoint, SharePoint, OneDrive) is required.
- Previous experience in the mining industry is an asset.
- Fluency in Spanish is an asset.

Key Competencies / Skills

- Motivated, customer-service oriented individual, with strong interpersonal, written, and oral communication skills, with the ability to express thoughts in an organized and concise manner.
- Excellent time management, prioritization and organizational skills, with a commitment to excellence.
- Ability to meet deadlines and respond quickly to last-minute requests while working in a diverse, fast-paced and dynamic environment.
- Ability to follow up on outstanding items and escalate appropriately.
- Strong attention to detail and a dedication to deliver high quality work.
- Ability to analyze, interpret, track and draft documentation.
- Ability to handle confidential and sensitive information discretely.

Work Environment

- This position is based in Vancouver and eligible for a hybrid work arrangement. Some travel inside and outside of Canada will be required.

How to Apply:

- Please send your cover letter and resume to HumanResources@capstonecopper.com and include Specialist, Risk & Insurance 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.