



JOB ADVERTISEMENT

CORPORATE SERVICES COORDINATOR

Looking to work in a diverse, exciting role for a dynamic and energetic company?

We are looking to hire a gifted multitasker to play a key role in our head office in Colorado Springs, this position requires an administrator who has experience in a confidential, autonomous environment.

Reporting to the General Manager – Corporate Support, the Corporate Services Coordinator will be responsible for managing the Executive teams administrative and reporting requirements together with organisation of the office, meetings, vehicles and travel procedures.

The successful candidate will hold college bachelor's degree (in a business related field), superior computing skills, with expert knowledge in the Microsoft office suite, and proven ability to prepare business documents, reports and presentations as directed. Advanced interpersonal skills and ability to multi task with conflicting deadlines are essential attributes to succeed in this very diverse position.

Your skills above will be complimented by an extreme attention to detail and high energy.

ABOUT STELLA NATURAL RESOURCES

Stella Natural Resources (SNR) is a diversified mining & trading company committed to providing investors with sustainable, high yield returns through the acquisition & management of cash positive assets.

SNR combines a management team with extensive global experience and a shared passion for delivery in business while modelling positive health, safety, environmental and community behaviours.

SNR is headquartered in Canada with wholly owned subsidiaries in USA, Canada and Australia. The current asset suite is in the United States and the team is currently assessing opportunities in alternate jurisdictions.

CONTACT

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