



NASDAQ: ELBM  
TSX.V: ELBM

## OFFICE ADMINISTRATOR AND DOCUMENT CONTROLLER

Location: Cobalt Refinery, Temiskaming Shores, Ontario

Reference No: 2025-033

Position Type: Full-time

Position Status: This position is being advertised to fill an existing vacancy.

Rate of Pay: Salary, commensurate with experience, skills, and qualifications.

### ABOUT ELECTRA BATTERY MATERIALS

Electra is a leader in advancing North America's critical minerals supply chain for lithium-ion batteries. The Company's primary focus is constructing North America's only cobalt sulfate refinery, as part of a phased strategy to onshore critical minerals refining and reduce reliance on foreign supply chains. In addition to the Refinery, Electra holds a significant land package in Idaho's Cobalt Belt, including its Iron Creek project and surrounding properties, positioning the Company as a potential cornerstone for North American cobalt and copper production. Electra is also advancing black mass recycling opportunities to recover critical materials from end-of-life batteries, while continuing to evaluate growth opportunities in nickel refining and other downstream battery materials.

### RESPONSIBILITIES

Below is a list of primary duties and responsibilities for the Office Administrator and Document Controller position at the Cobalt Refinery:

- Manage day-to-day office operations to ensure an organized and efficient workplace;
- Support management with administrative tasks and project coordination;
- Support project teams with document control;
  - Aid the flow of engineering documents between internal teams, contractors, vendors, and clients;
  - Monitor document transmittals, submittals, RFIs, and correspondence to ensure timely distribution;
  - Review document numbers, revisions, and version control to ensure accuracy and consistency;
  - Support coordination of document control activities with engineering, construction, procurement, and QA/QC teams;
  - Assist with the preparation of weekly/monthly document status reports for project management;
  - Assist in data migration, cleanup, and digital organization for project phases;
  - Conduct quality checks for document formatting and completeness;
- Maintain internal files and implement improvements to filing systems;
- Accurately record and distribute meeting minutes in an organized manner as needed;
- Assist with the preparation of documentation and coordination of shipping and receiving;
- Assist Human Resources with general administrative tasks;
- Handle sensitive information in a confidential manner;

- Greet and assist visitors, direct visitors to appropriate personnel;
- Maintain polite and professional communication via phone, email and in person; and,
- Other duties as assigned by management.

## **QUALIFICATIONS**

- Minimum 3 years of administrative, document control, or office support experience;
- Post-secondary education in Business Administration or related field is an asset;
- Strong proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint);
- Must be local or willing to relocate to Temiskaming Shores, Ontario;
- Proven ability to work in a team environment demonstrating excellent communication skills;
- Ability to manage confidential information with discretion;
- Strong customer service and interpersonal skills;
- Strong analytical skills with attention to detail and accuracy;
- Experience working in a fast-paced office and deadline oriented;
- Superior organizational, problem solving and time management skills; and,
- Excellent written and oral communications.

## **WHY JOIN ELECTRA BATTERY MATERIALS?**

Together, we will power a better path forward. Be a part of a fast-growing team, as we succeed in becoming North America's first integrated battery materials park, providing battery grade materials for the electric vehicle revolution. Our success is contingent on the hard work and dedication of our people. Electra Battery Materials rewards team members through:

- Recognition and results-driven compensation
- Training and development opportunities
- Culture where innovation is rewarded
- Health and wellbeing
- Ongoing communication and two-way feedback

If you are a passionate, committed, and dynamic individual, please submit your resume in confidence to [careers@ElectraBMC.com](mailto:careers@ElectraBMC.com). Please note that only qualified candidates selected for an interview will be contacted.

Electra Battery Materials is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and decisions to hire or promote will be based on merit, competence, performance, and business requirements.