



## Job Posting

### Assistant Corporate Secretary Position

#### The Company

Great Panther Silver Limited is a primary silver mining and exploration company headquartered in Vancouver and listed on the Toronto Stock Exchange trading under the symbol GPR, and on the NYSE American under the symbol GPL. Great Panther's current activities are focused on the mining of precious metals from its two wholly-owned operating mines in Mexico: the Guanajuato Mine Complex and the Topia Mine. The Company is also undertaking efforts to restart the Coricancha Mine in Peru and recently signed an agreement to acquire Beadell Resources Limited which wholly owns the Tucano Mine in Brazil. The closing of this transaction will create a new emerging intermediate and growth-oriented precious metals producer focused on the Americas with strong geographic diversity across three leading mining jurisdictions, and a diverse asset portfolio including three producing mines, an advanced stage project, and significant exploration potential.

#### The Role

The Assistant Corporate Secretary, reporting to the Chief Financial Officer (CFO) & Corporate Secretary, will play the lead role in managing the filing and maintenance of key company policy documents, contracts, corporate records and the Company's stock option plan.

The successful candidate has high degree of integrity, professionalism, and a strong knowledge of corporate governance practices, in addition to corporate and securities regulatory reporting requirements. Strong written and verbal communication skills, effective time management, and the ability to both multi-task and prioritize are key requirements for this position.

Great Panther offers a very attractive compensation package which includes eligibility for annual bonuses, RRSP matching, and a very competitive group health benefits program.

#### Position Summary

The primary responsibilities for this role include the following:

- Maintains corporate records of the Company and its subsidiaries, including updating minute books, director registers and filing of corporate documents;
- Drafts consent resolutions along with resolutions for Board and Committee meetings;
- Arranges and facilitates Board & Committee meetings;
- Assists in the preparation of Board and Committee materials such as agendas;
- Takes minutes at Board & Committee meetings and internal management meetings;
- Provides administrative support to the CFO, Board Chair, Board Committees and the Board as required;
- Prepares and circulates the annual calendar of Board and Committee meetings, blackout periods and other key dates;
- Maintain the Company's corporate governance materials, including all mandates, charters and policies;
- Liaises with the Company's transfer agent and prepares treasury orders;

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- Liaises with the Company’s legal counsel in Canada and abroad for different legal matters;
- Administers the Company’s Omnibus Incentive Plan, maintains records of RSU, DSU and option grants, exercises, releases and cancellations using the Shareworks (Solium) application and provides support, training and communication to employees;
- Administers and handles all communication of the Company’s blackout periods using the Shareworks (Solium) application;
- Completes continuous disclosure filings and ensures filings are made in accordance to the applicable securities legislation and stock exchange policies;
- Coordinates the Annual General and Special Meetings of the Company, including the preparation of the information circular, scrutineer arrangements and preparation of minutes;
- Files SEDI Insider Reports on behalf of Company directors and officers;
- Assists in the preparation of contracts and agreements as may be required which may also include liaison with legal counsel;
- Maintains a database of the Company’s contracts and agreements, and assists in the preparation of contracts and agreements as required;
- Provides administrative support throughout stages of financings, M&A, due diligence.

### Qualifications and Experience

The requirements listed below are representative of the knowledge, skills and competency required for this role:

- University degree combined with a minimum of five (5) years corporate legal and securities experience, preferably with Canadian publicly traded companies;
- Formal education and/or related experience in corporate governance;
- Experience with SEDAR, EDGAR, SEDI, TSX SecureFile, BC Online, Shareworks/Solium, Sharefile, Docusign and Firmex;
- Superior analytical, organizational and problem-solving skills;
- Very strong attention to detail and extremely organized;
- Must have a high level of aptitude with Microsoft Office, and Microsoft Word in particular;
- Working knowledge of Excel is also required;
- Experience in organizing and managing corporate records and board governance material and documents, including the drafting of routine resolutions;
- Demonstrated success in establishing strong professional relationships, both internally and externally;
- Proven ability to work autonomously, handle multiple deliverables, prioritize tasks and meet deadlines;
- Demonstrated success in establishing strong professional relationships, both internally and externally;
- Candidates with Spanish and Portuguese languages are preferred, as is experience in the mining sector with a companies listed on the TSX and NYSE American;

Interested candidates can submit a resume and cover letter to [careers@greatpanther.com](mailto:careers@greatpanther.com) with “**Application for Assistant Corporate Secretary**” cited in the subject line of the email. We thank all those who apply, however, only candidates selected for an interview will be contacted.

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