

June 14, 2013



Assistant Corporate Secretary Position Available

Lundin Mining Corporation is a diversified base metals mining company with operations in Portugal, Sweden, Spain and Ireland, producing copper, zinc, lead and nickel. In addition, Lundin Mining holds a development project pipeline which includes expansion projects at its Zinkgruvan and Neves-Corvo mines along with its equity stake in the world class Tenke Fungurume copper/cobalt project in the Democratic Republic of Congo. The company is committed to a path of further growth in the base metals sector through exploration, joint venture, merger or acquisition initiatives.

Role and Responsibilities

Lundin Mining is seeking an Assistant Corporate Secretary. Reporting to the Corporate Secretary, the successful candidate will be responsible for supporting the Corporate Secretary in duties to include, but not be limited to:

- Assist in preparing notices and agendas for board and board committee meetings.
- Assist in preparing, compiling and distributing comprehensive board packages, including uploading to Boardworks.
- Assist in preparing an annual calendar of board and committee meetings and other key dates.
- Assist with maintaining the minute books of the Corporation and certain subsidiaries.
- Assist in circulating minutes of meetings and/or consent resolutions.
- Maintain a schedule of board and board committee attendance at meetings.
- Update organizational charts and subsidiary registers.
- Assist with preparing an annual financial statement blackout calendar and circulating blackout notices.
- Assist with maintaining corporate governance materials, including all board and board committee mandates, position descriptions and policies.
- Assist with managing the Corporation's stock option and long-term incentive plan and, in collaboration with the finance department, maintain records required in respect of option grants, exercises and cancellations, including the preparation of treasury orders.
- Assist with coordinating all aspects of the annual general meeting, including the preparation of annual meeting materials and annual board assessment questionnaires.
- Assist with preparing all continuous disclosure filings, including the Corporation's annual information form and press releases, and ensuring that such filings are made in a timely manner as prescribed by applicable securities and corporate legislation, and stock exchange policies.
- Assist with SEDAR, SEDI and FSA filings.
- Assist with TSX stock exchange filings and updates.
- Maintain databases for insurance, litigation, contracts, confidentiality agreements, securities and real estate.

Requirements

The successful candidate will be an experienced assistant corporate secretary with:

- Several years of relevant experience, preferably with a Canadian publicly-traded company, although a recent graduate may be considered.
- University degree or successful completion of paralegal education at a community college.
- Knowledge of TSX stock exchange requirements - additional international exchange experience would be beneficial.
- Excellent written and verbal communication skills.
- Highly proficient with Microsoft Office.
- Excellent time management skills, including ability to multi-task to manage work flow and priorities.

To Apply

To apply, please send your CV to HRDept@lundinmining.com with the email subject: 'Assistant Corporate Secretary'.