

	<p style="text-align: center;"><i>Administrator</i> - <i>Job Description</i></p> <p style="text-align: center;">Western Potash Corp.</p>
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Schedule - A

Position Title: Administrator
Location: Regina, Saskatchewan
Reports To: Admin Director

Job Summary

Western Potash is a developing stage mining company located in Regina, Saskatchewan, Canada. Our company is a wholly-owned subsidiary of the Vancouver-based Western Resources Corp., which is publicly listed on the Toronto Stock Exchange. We are currently looking for an Accounts Payable person to join our collaborative team, and together develop the Milestone Phase I Potash Project.

This person will be responsible for high-volume accounts payables, cash reports, daily accounting entries, bank reconciliations and ad hoc projects and analysis, as well as the Company's daily administrative work. This is a great opportunity for someone wanting variety!

General Accountability & Objectives:

Reporting to the Admin Director, the Person will mainly be responsible, without limitations, for the following tasks:

- Daily accounting and book-keeping duties such as coding expenses & invoices in the Company's financial reporting software Sage
- Responsible for obtaining necessary approvals from Senior Leadership, obtain signatures on weekly cheque run/online payments
- Responsible for liaising with the project team on weekly payment proposal to ensure vendors are paid on a timely basis as well as coded to correct expense accounts
- Work with Project Team to reconcile related transactions and invoices to the Accounting General Ledger
- Manage the Company's daily administrative work, including office supplies & expenses, office reception and inter-office coordination, etc.
- Book travel & accommodations, and manage business travel and vacations
- Assist in company events
- Assist in necessary Chinese and English translation

Requirements

- Degree or certificate in Accounting / Business or related discipline
- Fluent in both English and Mandarin
- Working knowledge of Sage is an asset
- Ability to multi-tasks with excellent time management skills
- Experience with mining / construction or industrial operations is preferable
- Attention to detail, ability to process large volume data input with minimal error
- Based in Regina downtown office with occasional trips to site
- Able to travel as required

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