



NovaGold Resources Inc.

NovaGold Resources Inc. is a precious metals company engaged in the exploration and development of mineral properties primarily in Alaska, U.S.A. and British Columbia, Canada. Focused on advancing its flagship property, Donlin Gold, NovaGold offers superior leverage to gold with one of the largest reserve/resource bases of any junior or mid-tier gold exploration company. The Company has a strong track record of expanding deposits through exploration success and forging collaborative partnerships, with Alaska Native and First Nation groups, local communities and with major mining companies. NovaGold trades on the TSX and NYSE-AMEX under the symbol NG.

JOB POSTING: EXECUTIVE ASSISTANT

RESPONSIBILITIES & DUTIES:

The Executive Assistant will provide administrative, logistical and technical support to the President & CEO and the VP, Corporate Communications in a confidential manner to ensure the efficient and effective function of all executive related activities. Responsibilities include:

- Receive and screen all communications including incoming mail, telephone calls and e-mail messages.
- Provide administrative support to the Board of Directors and Committees of the Board; coordinate meetings and logistics, prepare and distribute Board packages, attend meetings and take minutes for distribution.
- Provide support for strategic and operational planning; coordinate and attend monthly management meetings, record and track action items and consolidate monthly reports for distribution.
- Co-ordinate and schedule appointments using MS Outlook; provide all coordination, preparation and reminders.
- Coordinate domestic and international travel arrangements and itineraries.
- Prepare expense reports and ensure all invoices are approved and forwarded to A/P.
- Assist with the preparation of business presentations including text, overheads and electronic presentations, internal and external letters, faxes, memos and mass emails.
- Ensure existence of well-maintained and confidential filing systems.
- Manage the administrative team (Receptionist and Office Manager).

EDUCATION & EXPERIENCE:

- Post-secondary business or management courses are an asset.
- Minimum 10 years' experience in administration/ executive level support.
- Mining experience an asset
- Strong Microsoft Office skills including Word, Excel, PowerPoint and Outlook.
- Must be mature, detail oriented, confident with exceptional interpersonal skills.
- Must be able to be diplomatic and work through complex projects

If you are interested in this opportunity, please send a confidential letter and résumé to recruitment@novagold.net. We thank all applicants for their interest however, only those selected for an interview will be contacted.

This posting will close on **Friday, February 24, 2012.**
