

Human Resources Coordinator

COMPANY INFORMATION

Wesdome Gold Mines has had over 30 years of continuous gold mining operations in Canada. The Company is 100% Canadian focused with a pipeline of projects in various stages of development. The Company's strategy is to build Canada's next intermediate gold producer, producing 200,000+ ounces from two mines in Ontario and Quebec. The Eagle River Complex in Wawa, Ontario is currently producing gold the Eagle River Underground Mine. Wesdome started production at the Kiena Complex in Val d'Or, Quebec in December 2022. The Company trades on the Toronto Stock Exchange under the symbol "WDO".

SUMMARY

The Human Resources (HR) Coordinator, Eagle River Mine supports the HR team in day-to-day HR functions and programs, including maintaining HR records management, employee relations, recruitment, learning and development, compensation, benefits, HRIS administration and HR reporting. The HR Coordinator is the first point of contact for employee at the Eagle River Complex on various HR matters and provides a wide range of administrative activities including meeting schedule and logistics planning, special projects, work permit tracking, employee engagement surveys, HR policies and supporting onboarding and offboarding activities. The HR Coordinator also provides support and administration in HR projects and initiatives, and maintaining confidential information within best practices.

RESPONSIBILITIES/JOB DUTIES PERFORMED

- First point of contact for employees at the Eagle River Complex on various HR matters;
- Provide administration and coordination support to the Corporate HR team team in day-to-day HR programs and initiatives, including HR records management, employee relations, recruitment, learning and development, compensation, benefits, HRIS administration and HR reporting;
- Provide HR administrative support including meeting schedule and logistics planning, special projects, work permit tracking, employee engagement surveys, HR policies and supporting onboarding and offboarding activities;
- Support the Corporate HR team with document management tasks;
- Support the sustainment and administration of key HR programs including but not limited to Drug & Alcohol, Performance Management and Compensation, Disability Management;
- Coordinate the gathering and completion of monthly, quarterly and annual HR reports and metrics tracking;
- Entering all employee information into applicable systems;
- Assist with HR paperwork and electronic filing i.e., sick days, ROE's, WSIB forms, termination documentation, group benefits, payroll etc.
- Maintain all types of employee leaves in accordance with internal policy;
- Provide administrative support associated with new hires, leaves of absences, benefit changes, terminations etc.
- Support the recruitment process including: job descriptions, postings ads, arranging career events, screening candidates, setting up interviews, reference checking, drafting offers and other supporting documentation;
- Manage revisions and updates pertaining to HR policies and documentation;

- Maintain confidentiality related to all activities and information of sensitive nature;
- Support with conducting employee verification and background check screening;
- Track employee credentials and ensure qualifications are maintained on file, including pending work permit and credential expiries and updates;
- Compile miscellaneous research, reports and memos as requested by HR team;

QUALIFICATIONS AND EXPERIENCE

- Post secondary school diploma / degree in HR administration and / or related field of study;
- Certificate in an accredited Human Resources program;
- 3+ years of progressive HR administration / coordination experience;
- Knowledge of employment and other related legislation (i.e., Human Rights Code, Employment Standards Act, Employment Equity Legislation, OHSAA etc.);
- Proficient with Microsoft Office (Excel, Word and PowerPoint);
- Experience with HRIS systems (i.e., ADP) is an asset;
- Experience with SharePoint is an asset;
- Highly organized self-starter with a demonstrated ability to multi-task priorities, and place urgency on tasks to complete assignments on time;
- Strong attention to detail and problem-solving skills;
- Adaptable, flexible self-directed and the ability to work effectively both independently and as part of a team;
- Strong interpersonal and communication skills with the ability to interact effectively with employees at all levels of the organization and with external contacts;
- The ability to maintain discretion and confidentiality.

WORK SCHEDULE

- 7 days on / 7 days off
- 12-hour shift
- 6-month contract
- Camp environment (no fly in, fly out)
- Meals and accommodations are provided while on shift at Eagle River

We wish to thank all applicants for their interest and effort in applying for the position.
However, only candidates selected for interviews will be contacted.

APPLICATION PROCESS

Email: hr.resumes.eagle@wesdome.com

Wesdome prides itself on being an equal opportunity employer committed to responsible mining practices and building a diverse and inclusive workforce. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or Aboriginal status.

Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), Wesdome is committed to hosting and maintaining an accessible environment.

To be eligible for this position, you must be legally permitted to work in Canada without any additional sponsorship support from Wesdome.