

# Human Resources Superintendent Eagle River Mine Site Near Wawa, ON

## 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 at 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 Resource (HR) Superintendent of the Eagle River Mine site is accountable for the overall management of the HR and Nursing departments and must be able to develop and foster positive collaborative working relationships across departments, within the communities in which we operate and with contractors in order to be successful.

The HR Superintendent is responsible for managing the day-to-day operations of the HR department, including recruiting, onboarding, employee relations, and benefits administration; and has a strong understanding of HR policies and procedures, excellent communication skills, and the ability to multitask in a fast-paced environment.

The HR Superintendent will oversee the effective implementation of HR plans and initiatives in a seamless service delivery model, and also the implementation and sustainment of key HR programs including but not limited to Drug & Alcohol, Performance Management and Compensation, and will educate and enforce all Company policies and processes, in collaboration with Corporate teams.

### POSITION RESPONSIBILITIES

*Accountabilities and duties will include but not limited to the following:*

- Responsible for site compliance with all relative Federal and Ontario provincial laws and regulations related to HR;
- Drive change management and continuous improvement at the Eagle River Mine (ERM), working with internal and external stakeholders and contractors;
- Inspiring, innovative, and adaptable leader with a successful track record of coaching, mentoring, and developing people to their full potential in their career progression and growth;
- Demonstrate excellent leadership skills, capable of building a successful HR and Nursing department that supports the wellbeing of employees and contractors;
- Demonstrated ability to develop and maintain positive working relationships within and across departments and the organization based on trust, respect, integrity, open communication, and teamwork;

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- Manages, tracks and maintains strict security and confidentiality of employee personnel and medical files, and in person HR meetings and medical visits with the nursing department;
- As a strategic partner on the site management team the HR Superintendent will play an integral role in the delivery of HR programs (i.e., Wesdome's Drug & Alcohol Program, Health Benefits program, RRSP, retention programs), and initiatives (i.e., ADP – Recruitment, Onboarding & Performance Management modules, annual site surveys, Diversity & Inclusion programs, and leadership essentials programs) aligned with the overall business strategy;
- Manages policies and programs related to recruiting & staffing, performance management, employment and compliance to regulatory concerns, policy development and rollout in collaboration with Corporate HR, compensation and benefits administration, wellness and health, drug and alcohol program, and employee relations and counseling programs;
- Oversees annual performance, remuneration and bonus review cycle as well as ensure all documentation is accurate and confidential;
- In collaboration with the Corporate HR and Finance teams, supports the expanded implementation, rollout and utilization of its HR information system in alignment with overall organizational systems, plans and standards;
- Collaborate and assist management team in organizational planning and personnel forecasting;
- Develops quarterly HR update presentations to site and corporate, complete monthly HR reports, and annual HR OPEX budgets;
- Leads competitive market research and salary surveys to establish pay practices;
- Liaises with authorized persons and organizations such as professional organizations, various consultant's disability management professionals etc. Represents ERM on the OMA human resources group;
- Develops of policies and procedures in collaboration with our corporate HR and Kiena HR teams;
- Establishes an effective employee/labour environment encouraging productive, collaborative relationships between management, employees, HR and other stakeholders;
- Fosters a healthy workplace culture;
- Leads and supports HR training programs for people leaders on key topics including but not limited to: having difficult conversations, conflict resolution, progressive discipline, conducting investigations, recruitment and selection best practices;
- Other duties as assigned

## QUALIFICATIONS & EXPERIENCE

- Bachelor of Commerce in Human Resources Management. Nursing or Paramedic training and experience would be an asset. CHRP Designation;
- Minimum 10 years in Human Resources (mining, manufacturing or construction industry preferred);

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- Advanced knowledge of applicable Human Resources standards and legislation at the Federal and Provincial (Ontario) levels;
- Ontario Drivers License in good standing;
- Excellent verbal and written communication, organization and presentation skills;
- Strong critical thinking, analytical and problem-solving skills and attention to detail;
- Proven leadership, coaching, problem solving skills with an ability to handle multiple projects;
- Previous experience in the following areas would be preferred: WSIB, compensation and benefits, performance management and drug and alcohol programs;
- Ability to establish and maintain positive and effective working relationships, and to adapt quickly to solve problems in a collaborative manner;
- Possess an eye for detail and strong organizational skills, particularly handling and prioritizing multiple assignments and projects;
- Ability to communicate with internal and external constituencies in a professional manner, including articulating Wesdome's message with clarity and enthusiasm;
- Must maintain confidentiality and be respectful of sensitive situations and information;
- Experience working in a remote work environment / camp environment;
- Advanced proficiency in HR software and MS Office (Word, Excel, Power Point);
- Experience with HRIS systems (i.e. ADP) is an asset.

## Location and Logistics of the Role

- This position is located at our Eagle River Mine location near Wawa, ON;
- In this role, you will work a 7 days in / 7 days out or 14 days in / 14 days out schedule and therefore you will have meals and accommodations provided at our camp;
- Shuttle service available to / from mine site to / from Sault Ste. Marie;
- 12 hours / day;
- Ability to drive company vehicle between site buildings may be required.

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](mailto: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.



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Wesdome is committed to accessibility for people with disabilities. We will work with applicants requesting accommodation at any stage of the recruitment and selection process. If you require accommodations, please contact us at [Wesdome Gold Mines Ltd. - People & Careers - Accessibility](#)

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.

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