



Human Resource Business Partner

COMPANY INFORMATION

Wesdome Gold Mines is in its 30th year of continuous gold mining operations in Canada. The Company is 100% Canadian focused with a pipeline of projects in various stages of development. The Eagle River Complex is located approximately 50 km south of Highway 17 and 50 km West of Wawa, Ontario. We are currently producing gold from a central mill which processes ore from the Eagle River Underground Mine and the Mishi Open Pit Mine.

JOB DESCRIPTION & QUALIFICATIONS

Summary

Reporting to the VP Human Resources (dotted line reporting to the General Mine Manager at Eagle River), the HR Business Partner is a key member of the Human Resources team and is expected to provide HR fundamentals to the Site management/staff in Wawa. This includes the following:

- Act as primary HR Contact for employees and management at Eagle River Complex on various issues
- Liaison effectively with the HR management in Wawa office and VP Human Resources, Corporate Office
- Assist with the launch and maintenance of several key HR programs (Drug/Alcohol, Performance Management, Compensation)
- Educate and help enforce on all company policies and processes

Relationships

Interacts with employees at all levels within the organization.

Job Duties Performed

Specific Duties

- First point of contact for all HR related queries for managers and employees at Eagle River Complex
- Ensure the relevant HR data is tracked and stored in a central, accessible online file
- Liaise with authorized persons and organizations such as professional organizations, various consultants disability management professionals etc.
- Liaise regularly to assist on project management for upcoming human resource requirements.
- Advise management on all Human Resource issues.
- Manage the recruitment process, including; job descriptions, posting ads, arranging career events, screening candidates, setting up interviews, reference checking, completing offers and other supporting documentation.
- Communicate effectively with HR staff, managers, site superintendents, and employees.
- Ensure accuracy and completeness of all onboarding forms.
- Attend job fairs and employee interaction within different communities.
- Assist in administering Short Term Disability (STD) and Long-Term Disability (LTD) claims for client groups when needed.
- Managing adhoc projects.

- Ability and enthusiasm to live and work in an established camp environment for a schedule that is effective and aligns with the business need (i.e. 4 days on, 3 days off OR 5 days on 2 days off)
- Assisting managers and VP HR with labour relations.

Qualifications/Requirements

- Ability to work under pressure and respond to deadlines in an organized fashion.
- General knowledge of applicable employment laws and practices.
- Strong MS Office skills
- Strong oral and written communication skills.
- Willingness to learn a broad spectrum of tasks.
- Strong analytical and problem-solving skills and attention to detail.
- Minimum five years in Human Resources, mining or construction industry preferred.
- Previous experience in one of the following areas would be preferred; learning and development, labor relations, compensation and benefits, and performance management

LOCATION OF ROLE

The selected individual will be located at the Wesdome Eagle River Complex (see location in Company Information). This is a Mine camp environment and the schedule will align accordingly.

APPLICATION PROCESS

Please submit your cover letter and resume no later than January 31st, 2018 to:

Wesdome Gold Mines Ltd. – Attention Human Resources

skimmett@wesdome.ca