



Advisor, Human Resources

Reference No.	2021-1937
Date Posted	11/7/2021
Location	Mount Milligan, BC, Canada
Position Type	Fulltime

The HR Advisor is a mine site-based position that plays a key role in the support of the Human Resources department. The role requires a high degree of professionalism, discretion, and confidentiality.

DUTIES / RESPONSIBILITIES:

- Assist in the overall support of the Human Resources functions for the site ensured that policies and procedures are implemented and adhered to in compliance with current legislation and aligned with corporate standards.
- Works collaboratively with all departments, leading and/or partnering on the communication and implementation of new HR programs and initiatives.
- Prepare human resources documentation and perform HR administrative task.
- Assist with and support the facilitation of onboarding of employees.
- Assist and support operational departments as an internal part of the HR team in the administration of all HR programs.
- Assist with the pre-employment of medical screenings.
- Administer the maintenance of the organizational structure ensuring that all approved structural changes and labour movements are accurately updated in a timely manner.
- Liaises with Account and Payroll changes on personnel records for new hires, benefits enrollment, tracking probation, new employee orientation, collection of survey information, etc. through the company's software system.

SKILLS / EXPERIENCE:

- 2+ years experience (mining experience highly desired).
- Considerable related experience combined with education may be considered as an equivalent to a degree.
- Strong understanding of excel and software systems.
- Strong working knowledge of multidisciplinary HR functions.
- Strong communication skills and well presented.
- Excellent written communication.

WORKING CONDITIONS

- This is a camp-based position at the Mt Milligan mine site, working 4 days on and 3 days off, 10 hours per day
- Employee bus transport is available from Prince George, Fort St. James and Mackenzie - BC

Closing Date: November 21, 2021

Apply to this job at: <http://tcm.jobis.ca/Pdj>

