



Human Resources Coordinator

Copper Mountain Mine is a large scale open pit copper mine located in south central British Columbia. The mine has evolved into a mature and highly efficient operation with a long term mine plan and significant opportunity for mine life extension. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle with easy access to city life, this could be your opportunity.

Reporting to the Human Resources Manager, the Human Resources Coordinator is an integral part of the Human Resources team at the mine site playing a key role in providing human resource services to the team.

Responsibilities

- Participate in full cycle recruitment, including advertising, screening and interviewing applicants.
- Coordinate and participate in employee onboarding and employee departures.
- Support and assist operation departments with HR guidance as an integral part of the Copper Mountain Mine team.
- Participate in development and training, including personal development plans of employees.
- Provide assistance to team members with benefit and retirement enquiries.
- Interpret, advise and administer HR policies and procedures.
- Investigate employee relations issues including performance while maintaining confidentiality and consistency.
- Well versed in Drug & Alcohol testing protocols & trained as an on- site drug and alcohol tester.
- Maintain electronic employee records and associated HR systems.
- Other duties as assigned.

Qualifications

- Minimum 3 years HR generalist experience; previous experience in the mining industry or heavy industry is an asset.
- Bachelor's degree in HR (Business Administration) or related field.
- Enjoys spending time in the field talking to employees and managers and working through solutions. Excellent oral and written communication skills, including the ability to present ideas clearly.
- Ability to take initiative and work independently across different levels of the organization.
- Ability to work in a fast-paced, dynamic environment managing multiple priorities under tight deadlines.
- Strong attention to detail and exceptional organizational skills.

- Experience and working knowledge of BC Employment Standards and other applicable legislation.
- Proficient computer skills, with advanced knowledge of Microsoft Office applications (Power Point, Word, Excel) and ability to learn new software, including HRIS software.
- Valid BC Class 5 driver's license.
- Values driven with a highly developed sense and demonstration of ethical behaviour.
- CPHR designation or working towards one would be an asset.
- Consent to a pre-employment medical and drug & alcohol screening.

CMM offers a competitive wage, comprehensive benefit package, and RRSP contributions for retirement planning.

This is not a camp operation and therefore the successful candidate will be required to relocate to the area. Relocation assistance is provided.

This is a Monday – Friday (5x2) position. All qualified persons are invited to apply; **applicants must be legally entitled to work in Canada.**

Send resume outlining related qualifications to hr@cumtnop.com (in either word or pdf).

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.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Copper Mountain Mine respects the privacy of all applicants and the confidentiality of personal information.