

## LAKE SHORE GOLD

a subsidiary of



PAN AMERICAN  
— SILVER —

### About the Organization

Lake Shore Gold, a subsidiary of Pan American Silver, is located in Timmins, Ontario. The Bell Creek Complex, located approximately 20 kilometers northeast of Timmins, Ontario, consists of an underground mine and processing facility. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt, with ore mined by narrow vein longhole stoping methods. Ore is then transported to surface via a modern one thousand eighty metre deep shaft capable of forty-eight hundred tonnes per day.

The Timmins West mine is located approximately 18 kilometers west of Timmins, Ontario, one of the world's most prolific gold camps. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt. The Timmins West mine is comprised of the Timmins deposit, the Thunder Creek deposit, and the 144 Gap deposit. All three deposits are interconnected by underground drifts.

### About Timmins, Ontario

Timmins is a vibrant community of 45,000 residents that is a central hub for Northeastern Ontario. People can enjoy recreational activities such as camping, world class fishing, nature, and snowmobile trails. Direct flights to Toronto are available at the local airport via multiple carriers. There are many support networks in the community including the local Timmins and District Hospital, local sports leagues for children and adults (hockey, baseball, basketball, etc.), golf courses, both cross country and downhill ski resorts, a community pool, and many other community events that provide entertainment throughout the year - fairs, carnivals, concerts, and more!

### About the Opportunity

We are looking to hire a **Human Resources Administrator** to join our **Timmins Operations** team in **Timmins, ON.**, on a **contract basis (10-12 months)**. The schedule for this position is Monday-Friday, 8 hrs/day or 4 on, 3 off, 10hrs/day.

*Please note that this role requires relocation to the Timmins area and is not a camp-based position.*

In this role you will assist with ongoing recruitment efforts, managing applications, setting up and conducting interviews, reference checking, employee orientation, various analytical reporting, and providing general administrative support. This position will be responsible for the paperwork associated with vacation and absences from the workplace and ensuring payroll has all documentation for each pay period before processing. Other responsibilities include filing and maintaining personnel records as well as assisting with the day-to-day efficient operation of the department.

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The Human Resources Administrator will have the following responsibilities:

- Maintain effective working relationships with management and staff by communicating HR policies and procedures, employment standards, laws, and regulations
- Promote company culture and values
- Assist with ongoing recruitment efforts, managing applications, setting up interviews, reference checking, and employee orientation
- Responsible for the paperwork associated with vacation and absences from the workplace
- Responsible for assisting with the coordination of all Company events
- Ensure up-to-date knowledge of employment law and compliance regulations
- Be a member of, and work closely with the Inclusion and Diversity committee
- Various other administrative duties as required

### More About You

While our ideal candidate has the following qualifications, we welcome applicants who may not meet every criterion to apply.

The following will be critical to successfully performing this role:

- CHRP designation would be considered an asset
- Excellent written and oral communication skills
- Demonstrated accuracy in data entry and maintaining records
- This position requires a high level of confidentiality and requires diplomacy, discretion, and tact
- High level of attention to detail and ability to work within tight deadlines
- Work with frequent interruptions and can prioritize in a fast-paced environment
- High proficiency in Microsoft Office Applications (Outlook, Word, Excel, PowerPoint, Visio)
- Excellent organizational skills
- Experience using Canva or alternative graphic design software would be considered an asset
- Knowledge of HR processes and best practices
- Knowledge of Avanti Payroll/HRIS system would be considered an asset
- Knowledge of the mining industry is an asset

As our ideal candidate, you are a motivated team player, who is able to work in a fast pace work environment.

### About the Benefits

In return for your hard work and dedication you can expect to receive a **competitive hourly salary**, as well as the following benefits:

- Company-paid extended medical, prescription, dental, and vision benefits
- Basic Life/ accidental Life Insurance

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- Wellness Spending Account
- Health Care Spending Account
- Employee Assistance Program
- Flexible work schedule

***Don't miss out on this unique opportunity to take the next step toward your career goals with an industry leader - apply now!***

To express your interest in this position please forward your resume to:

Lake Shore Gold - Human Resources  
P.O. Box 1067  
Timmins ON  
P4N 7H9

Email: [HR@ca.panamericansilver.com](mailto:HR@ca.panamericansilver.com)  
Fax 705-269-4936

*Lake Shore Gold is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and all aspects of employment including the decision to hire or promote will be based on merit, competence, performance, and business requirements. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*

#LI-ST1