

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 **Recruiter** to join our **Timmins Operations** Human Resources team in **Timmins, ON.**, on a **contract basis (12 months)**. The schedule for this position is Monday-Friday, 8 hour days (5x2) or 4 on and 3 off (4x3), 10 hour days.

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

This role is responsible for managing all aspects of the recruitment process for the company. This includes sourcing candidates, reviewing resumes, conducting phone screens, coordinating and scheduling interviews, managing job postings, and facilitating pre-employment checks. The Recruiter will work closely with hiring managers to understand staffing needs and ensure we attract and hire top talent in a timely and cost-effective manner.

Reporting to the Human Resources Supervisor, the **Recruiter** will have the following responsibilities:



- Manage the end-to-end recruitment process for all open positions across the organization.
- Collaborate with department managers to define job requirements and candidate profiles.
- Develop and post job advertisements across various platforms, including job boards, social media, and industry-specific sites.
- Review resumes and applications to identify qualified candidates.
- Schedule and lead the interviews and conduct follow-ups with the various departments.
- Administer and manage all pre-employment checks with assistance from the Human Resources teams.
- Maintain accurate candidate records in internal databases.
- Provide a positive candidate experience by communicating updates promptly and professionally.
- Stay current on recruiting trends, best practices, and employment laws relevant to the mining industry and labor markets.
- Plan and participate in job fairs as required.
- Perform other duties as requested.

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
- Proven experience as a recruiter, ideally in the mining industry
- Familiarity with various sourcing techniques and recruiting tools
- Excellent communication and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to manage multiple open roles simultaneously and work in a fast-paced environment
- Knowledge of employment and labour law relevant to hiring and recruiting
- Proficiency in Microsoft Office and recruitment software

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- Experience using Canva or alternative graphic design software would be considered an asset
- Knowledge of HR processes and best practices

As our ideal candidate, you are a motivated team player, and above all, you demonstrate compliance with all health and safety regulations.

About the Benefits

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

- Company-paid extended medical, prescription, dental, and vision benefits
- Basic life/accidental life insurance
- Wellness Spending Account
- Health Care Spending Account
- Employee Assistance Program
- Telemedicine Virtual Primary Care via *Dialogue*
- 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
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.

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