

Pan American Silver (“PAAS”) was created with the intention to provide investors with the best vehicle to gain exposure to higher silver prices. Our vision is to be the world’s pre-eminent silver producer, with a reputation for excellence in discovery, engineering, and sustainable development. Pan American Silver has several underground and open pit operations in Canada, Mexico, Guatemala, Peru, Chile, Brazil, Bolivia, and Argentina.

Pan American Silver is committed to advancing diversity and developing inclusive leadership teams that are representative of the communities we serve. The Company provides equal opportunities to all persons regardless of age, color, national origin, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression or any other characteristic protected by federal, provincial, or local law.

HR Business Partner

Reporting directly to the Senior Human Resources Corporate Advisor, the HR Business Partner (HRBP) will be a trusted partner to leaders and employees. The HRBP will support the implementation and maintenance of strategic HR initiatives, provide guidance to managers and employees, lead diversity and inclusion initiatives, and update HR policies and processes while ensuring legal compliance. This role will be based in our Vancouver office.

Major Responsibilities:

- Collaborate with leaders to provide support in the areas of recruitment and selection, employee relations, talent management, and performance and development.
- Assist in the strategic planning and implementation of various HR initiatives and programs to maintain an excellent company culture.
- Provide coaching for performance management and guidance for any development plans.
- Update HR policies to ensure legal compliance.
- Map processes and lead the continuous improvement of existing processes.
- Provide advice to leaders and respond to employee requests relating to HR matters, policies and benefits.
- Administer the group benefits plan and group RRSP.
- Lead diversity and inclusion initiatives for the corporate office.
- Coordinating the TSM/RGMP process for global Human Resources and completing the process for corporate Human Resources.
- Full-cycle recruitment and onboarding.
- Administrative responsibilities as required, including income confirmation letters, updating organizational charts, etc.
- Other responsibilities as required or assigned.

Qualifications:

- Minimum 5 years of progressive Human Resources experience.
- Post-secondary education in Human Resources or equivalent experience.



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- CPHR (BC) designation.
- Proficiency in verbal and written Spanish.
- Strong knowledge of Canadian employment legislation, employee relations and HR best practices.
- Experience with workplace diversity and inclusion initiatives.
- Experience with group benefits administration.
- Knowledge of HRIS systems
- Strong relationship building skills across multiple levels.
- Good influencing skills with the ability to manage multiple partners at once.
- Strong organizational and time management skills, with ability to multi-task, adapt to changing priorities and deliver effectively on ad hoc requests.
- Resourceful, logical thinker and process-oriented with excellent attention to detail.
- Ability to handle confidential and sensitive information.

Salary Range:

- \$97,000-\$105,000, plus competitive benefits package.

Job Type:

- Full-time, Permanent.

Interested candidates please apply in confidence to hr@panamericansilver.com.

We thank all applicants for showing an interest. Only candidates under consideration will be contacted.