

LAKE SHORE GOLD

a subsidiary of



PAN AMERICAN
— SILVER —

- **Excellent opportunity to continue your career with an established industry leader**
- **Receive a competitive salary and a wide host of benefits**
- **Develop yourself professionally and contribute to a growing organization!**

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.

For more information, please visit our [website](#).

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 Generalist** to join our **Timmins Operations** team in **Timmins, ON.**, on a **full-time basis**. The schedule for this position is Monday-Friday, 8 hrs/day or 4 on, 3 off, 10hrs/day.

Compensation: This position offers a base wage range of \$65,000 - \$70,000 annually, based on qualifications and experience.

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Vacancy Status: This is an **existing vacancy**. The successful candidate may begin as soon as possible.

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

This role reports to the Human Resources Coordinator. In this role, you will support the implementation of effective Human Resource services and systems, with the emphasis on employee relations, by helping develop systems and coordinating processes within the parameters of the Company's Human Resource strategy. The HR Generalist will be responsible for hourly recruitment efforts, maintaining recruitment trackers, managing applications, job posting, scheduling interviews, reference checking, employee orientation, performance review tracking, benefits/pension administration, and providing general support to the HR Coordinator and the supervisory team. 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.

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:

- The successful candidate will have or be working towards a post-secondary degree in Human Resources with the goal of achieving their CHRP
- 3 years' experience in Human Resources, preference in the mining industry
- Payroll administration practices and procedures including working with benefits plans
- Must possess exceptional interpersonal skills and professional/confidential in nature
- Excellent verbal and written communication skills as well as computer skills, including proficiency in Excel, Word and Outlook required
- Demonstrated accuracy in data entry and maintaining records
- Ability to work independently
- Strong computer skills with the ability to develop and maintain administrative systems.
- Work within established protocols and practices and in a consultative and collaborative fashion with a variety of other business units to further the overall strategic objectives of the Company

Overall, you are a motivated team player who demonstrates compliance with all health and safety regulations.

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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:

- Mine Performance Plan Incentive (bonus)
- Flexible Work Schedules
- Company-paid extended medical, prescription, dental, and vision benefits
- Wellness Spending Account
- Health Care Spending Account
- Company-paid pension plan with 8% company contribution
- Basic life/accidental life insurance
- Long-term disability coverage
- Employee Assistance Program
- Telemedicine Virtual Primary Care via *Dialogue*
- Competitive Paid Vacation Entitlements
- Paid pregnancy and parental leave

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.