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.

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 Coordinator** to join our **Timmins Operations – Timmins West Mine** 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 salary range of $85,000 - $100,000 annually, based on qualifications and experience.

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.

In this role, you will support the implementation of effective Human Resources services and systems, with an emphasis on employee relations, by helping develop systems and coordinating processes within the parameters of the Company's Human Resources strategy. Provide day-to-

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day supervision, guidance and development to the HR Generalist. You will provide support to the site operations supervisory team in the areas of staffing, performance reviews, attendance management, resolving employee concerns and issues, and compensation issues ensuring compliance with Company policies and procedures in all matters relating to Human Resources, and any other duties as assigned.

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

- Maintain effective working relationships with management and staff by communicating HR policies and procedures, employment standards, laws, and regulations
- Provide guidance and support to supervisors and managers regarding employee relations matters, including attendance management, performance concerns, corrective action, workplace investigations, accommodations, and the consistent application of Company policies and procedures.
- Promote company culture and values
- Provide training to employees pertaining to various policies or procedures
- Responsible for talent acquisition, including job postings, attending career fairs, recruitment events and online recruitment
- Employee hiring activities, including screening, interviewing, preparing/reviewing offer letters, employee orientation, etc.
- Responsible for assisting with the coordination of all Company events
- Coordinate disability management and return-to-work processes, including short-term leaves, long-term disability, medical documentation, employee correspondence, and related tracking.
- Responsible for overseeing investigations relating to employee concerns
- Liaise with Payroll to review employee time and attendance information, coordinate employment changes, and help resolve pay-related matters.
- Ensure up-to-date knowledge of employment law and compliance regulations
- Provide day-to-day guidance, oversight, and quality review to HR Generalists and administrative staff.
- Various other administrative and supervisory 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.

- 3-5 years of HR experience in a similar role
- Post-secondary education in HR Management or related diploma program considered an asset
- CHRP or working towards designation is preferred
- Excellent interpersonal, written, and verbal communication skills with proven track record in dealing with difficult and critical issues
- High proficiency in Microsoft Office Applications (Outlook, Word, Excel, PowerPoint, Visio)

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- Knowledge of HR processes and best practices
- Experience with conflict resolution and investigating employee concerns
- Experience with Long Term Disability and WSIB claims is considered an asset
- Proven track record to take initiative and follow through with projects and meet deadlines with ability to multi-task in a fast-paced environment
- Excellent organizational skills and attention to detail with high degree of accuracy and confidentiality
- Strong data and analytics capabilities
- Knowledge of Avanti Payroll/HRIS system would be considered an asset
- Knowledge of the mining industry is an asset

Overall, you are a motivated team player who demonstrates compliance with all human resources and 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:

- Mine Performance Plan Incentive (bonus)
- Relocation Assistance available for eligible positions
- 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

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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.