

Human Resources Generalist

Trafigura Group has an immediate need for a qualified **Human Resources Generalist** at its Myra Falls Mine on Vancouver Island, British Columbia. We are an Equal Opportunity Employer and offer a very comprehensive compensation and benefits package.

Make Myra Falls Mine your next career choice!

Responsibilities

Reporting to the Human Resources Manager, the Human Resources Generalist plays a key role in providing human resource services to site employees and to site Management and Supervisors. More specific responsibilities include, but are not limited to:

- Interpret, advise and administer HR policies and procedures, including the collective bargaining agreement.
- Investigate employee relations issues, including performance, while maintaining confidentiality and consistency.
- Support and assist operation departments with HR guidance as an integral part of the Myra Falls Mine team.
- Participate in development and training, including personal development plans
- Full cycle recruitment.
- Ensure initiation and completeness of employee files.
- Provide assistance to employees regarding benefit enquiries.

Requirements

- Minimum 5 years related human resources experience as a Generalist;
- Previous experience dealing directly with employees;
- Demonstrated high level of proficiency with Microsoft suite of programs including Word, Excel, Outlook, and Powerpoint;
- Strong verbal and written communication skills;
- Experience and working knowledge of BC Employment Standards and other applicable legislation;
- Possess strong problem solving skills, along with the ability to change directions when situations arise;
- Values driven with a highly developed sense and demonstration of ethical behaviour;
- CPHR designation or working towards one;
- Valid BC Class 5 driver's licence;
- Previous experience in the mining or other heavy industry is preferred;
- Previous experience in a unionized working environment would be an asset;
- Consent to a pre-employment medical examination which includes a drug & alcohol screening.

Myra Falls Mine is a "dry camp", underground mine operation located 90 km southwest of Campbell River, BC in the picturesque surroundings of Strathcona Provincial Park. This is an onsite position. Relocation assistance to the Campbell River area will be available.

Interested candidates should send their resumes to Myrafalls.Careers@myrafallsmine.com. We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.