

Greenstone Gold Mines L.P. is a 60/40 joint venture partnership between Equinox Gold and Orion Mine Finance Group formed for the purpose of the joint ownership and development of the Greenstone Gold Property including the Greenstone Mine located on a historical mine site in the Geraldton-Beardmore Greenstone belt in Ontario. The Greenstone Mine is managed directly by a dynamic and experienced Owner's team, with an estimated \$1.5 Billion investment over the three-year construction and commissioning phase, and a 14-year operating life of mine.

## **Human Resources Advisor**

Greenstone Mine is seeking a Human Resources Advisor. Reporting to the Manager, Human Resources, the Human Resources Advisor will be responsible to assist the team with HR guidance, support, and various administrative duties.

### **PRIMARY RESPONSIBILITIES MAY INCLUDE:**

- Provide Human Resources advice, support, solutions and recommendations to the management team and employees in a professional, efficient and practical manner
- Perform recruitment activities
- Ensure timely scheduling and completion of on-boarding and orientation for all new hires
- Perform daily Human Resource administration duties such as updating employee records, relevant forms, filling and tracking documents, data entry and scheduling meetings
- Assist in development and communication of human resources policies and procedures, produce documents, letters, and other correspondence
- Provide input to the design of HR programs and initiatives and ensure they are successfully implemented and understood;
- Assist management with employment relations activities

### **SKILLS AND COMPETENCIES**

- Excellent communication and interpersonal skills
- Strong organization skills with ability to multitask and accomplish tasks, projects, and goals efficiently
- An ability to work independently, as well as a team player
- A proactive approach to problem solving and issue management

### **EXPERIENCE, QUALIFICATIONS & EDUCATION**

- A degree or diploma in business administration, Human Resources
- A minimum of 5 years of relevant human resources experience
- Experience in mining or related industry is an asset

### **LOCATION**

- This position will be based in Geraldton, Ontario.

### **HOW TO APPLY**

To submit your resume, please visit [www.greenstonegoldmines.com/careers](http://www.greenstonegoldmines.com/careers).

We thank all candidates for their applications, however, only those selected for an interview will be contacted.

Greenstone Gold Mines is committed to inclusiveness, equity and accessibility. We encourage all qualified candidates to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process.