

Human Resources Administrator – 12-18 month contract

Who We Are:

Impala Canada is the only Canadian primary palladium producer. Located in Northern Ontario, Lac des Iles Mine (LDI) features a world class orebody consisting of an open pit and one of the largest underground mines in Canada. Mine operations are data driven, supported by the latest in mine technology and equipment, real time mine management, and automation. At LDI we employ over 700 of Canada's best and brightest in their field. Driven to exceed, our people are motivated by a culture of safety in a positive and collaborative work environment. With a modern infrastructure, significant exploration portfolio, and dedicated employees Impala Canada is a well-positioned, low cost, long term, sustainable palladium producer.

Job Description:

Lac des Iles mine is looking for a motivated and ambitious individual to join our Human Resources team. Reporting to the Human Resources Superintendent, you will work a 4 days on / 3 days off schedule at the Lac des Iles Mine site. The ideal candidates must possess excellent communications, analytical and organizational skills, as well as be a team player.

Responsibilities:

- Seniority List management;
- Employee rewards and annual employee recognition management;
- Oversee and maintain talent management programs;
- Employee engagement planning;
- Corporate GRI reporting, expense reporting;
- HR purchase requisitions/ordering;
- Data Management;
- Other duties as may be required

Qualifications:

- Education in Human Resources;
- Valid G Driver's license and dependable vehicle;
- Excellent written and verbal communication skills

What's in it for You:

The position offers a competitive remuneration package. Meals are provided while at the mine site.

Please note, that all job offers are conditional upon successful completion of a pre-employment medical which includes drug and alcohol testing. Proof of being fully vaccinated for Covid-19 will be required as a condition of employment for new hires.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please visit www.impalacanada.com for more information regarding Lac des Iles Mines Ltd. Visit careers.impalacanada.com to apply.

Company

Impala Canada Ltd.

Location

Human Resources