



Employment Opportunity

Position(s): Site Human Resources Advisor
Location: Remote Site - Newcrest Red Chris Mine jobsite
Status: Permanent / Full-time
Closing Date: Until filled

TNDC is looking for a Human Resources Advisor to support the operation of the remote jobsite through the management of day-to-day HR activities related to the administration of site policies and procedures, employee engagement and recognition, incident investigation and resolution, performance management, and the support of core corporate HR functions.

The successful candidate will be a key player in a progressive and motivated team who will possess a positive attitude and be a good ambassador for TNDC. The work is at a remote location in a camp setting, the regular shift for this position is 14 days on and 14 days off. The shifts are typically 12 hours in duration, however, infrequently may be required to work out of the norm to accommodate operational requirements.

Responsibilities

Reporting to the Director of Human Resources or designate, responsibilities include, but are not limited to:

- ensure legal compliance of HR provincial and federal regulations and applicable employment laws, and update policies and/or procedures as required
- monitor and ensure compliance with all human resources related legislation
- ensure the timely execution of related HR activities, duties, responsibilities, and accountabilities are handled in safe, confidential, and efficient manner
- provide guidance and assistance to employees and managers including recruiting and staffing logistics, employee relations, performance management, disability management, and HR policies and programs
- employee orientation, development, and training
- adhere to relevant company procedures and policies
- attend toolbox, safety, and other meetings
- perform additional duties as assigned

Qualifications and experience

- Bachelor's degree in HR, business, or a related discipline; CPHR designation preferred
- Working knowledge of HR processes and disciplines, including recruitment and selection, attraction and retention, compensation and benefits, employee and labour relations, diversity and inclusion, workforce planning, and respective employment legislations, standards, and acts
- excellent communication skills with the ability to clearly articulate HR concepts, policies, and processes to employees
- cross-cultural awareness with an understanding and sensitivity of the challenges associated with differences in cultural and economic backgrounds
- advanced knowledge of MS Office, and comfortable learning new technical systems as needed
- able to take direction, follow instructions and adapt to changing priorities and multi-task
- a team player who works respectfully and cooperatively with others

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- absent an approved exemption, due to federal, state, local, provincial and/or client-requirements; this position may require an individual to be fully vaccinated by a Health Canada-approved or authorized COVID-19 vaccine

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.