



HUMAN RESOURCES CLERK

Copper Mountain Mine is a large scale open pit copper mine located in south central British Columbia. The mine has evolved into a mature and highly efficient operation with a long term mine plan and significant opportunity for mine life extension. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle with easy access to city life, this could be your opportunity.

Under the direction of the HR Superintendent and working closely with other Human Resources team members, the HR Clerk provides general HR support in a wide variety of functions including recruitment, onboarding, and maintenance of HRIS systems.

JOB DESCRIPTION

- Pre-screen resumes, contact candidates to arrange interviews, booking of pre-employment testing, conduct reference checks, prepare written offers of employment
- Participate in interviews and candidate selection
- Respond to employee's requests on general questions such as benefit eligibility
- Administrative tasks as assigned such as posting job ads, maintaining HR documents, and other general administrative duties
- Orientation and on boarding of new team members
- Maintains utmost confidentiality in all interactions

QUALIFICATIONS

- Experience in Human Resources an asset, or at least 1 year of experience in an office or administrative setting
- Highly organized, detail oriented, ability to prioritize
- Excellent verbal and written communication skills
- Ability to use effective interpersonal skills to establish and maintain respectful relationships
- Ability to balance and adapt to changing priorities and workload pressures
- Physical ability to carry out the duties of the position
- Demonstrated ability to use Office suite at an intermediate level

PAY AND BENEFITS

Copper Mountain Mine offers a competitive wage, a comprehensive benefit package including RRSP contributions.

This is not a camp operation and therefore the successful candidate will be required to relocate to the area or travel and accommodation will be the responsibility of the successful applicant.

This is a Monday – Friday (5x2) position. All qualified persons are invited to apply; applicants must be legally entitled to work in Canada.

You will be required to participate in a pre-employment drug & alcohol screening and a medical.

Send resume outlining related qualifications to hr@cumtnop.com (in either word or pdf).

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Copper Mountain Mine respects the privacy of all applicants and the confidentiality of personal information.