



Human Resources Co-Op Student (2021)

POSTING #2020-106

Location: Macassa Site

Rotation: 5/2

Closing Date: September 30, 2020

If you thrive on success and team work in a team culture, Kirkland Lake Gold offers career opportunities on a global scale. We provide rewarding and challenging work that will help you grow your skills and your career.

Kirkland Lake Gold is committed to creating meaningful opportunities for our employees and we encourage everyone who works for us to contribute to their full potential. We are an equal opportunity employer and value diversity. We provide a safe work environment and seek to ensure all individuals are treated with respect and dignity, free from harassment, discrimination, bullying and retaliation. All employment is decided on the basis of qualifications, merit and business need. Disability-related accommodations during the application and selection process are available upon request.

Interested? We hope you are.

ABOUT THE OPPORTUNITY

Based at the Macassa Mine Site, we currently have an exciting opportunity for a **Human Resources Co-Op Student** to join our HR team.

The Macassa Mine is a high-grade gold producer, with grade improving at depth, and a key valuation driver for Kirkland Lake Gold. Located in the Town of Kirkland Lake, Ontario, the Macassa Mine remains one of the highest gold grade mines in the world. Macassa commenced operations in 2002, and with the discovery of the South Mine Complex has been able to increase its level of production significantly over the past five years. The mine is located in an area with well-developed infrastructure, including a provincial highway, a railway system and a private airport. High-grade ore is processed at the Macassa Mill, which currently has available capacity and is located in close proximity to the mine.

The **HR Co-Op Student** will be responsible for providing professional, hands on support within the HR Department. The Co-Op Term will start January 2021 for a term of 4 or 8 months.

RESPONSIBILITIES

Your responsibilities will include:

- Ensure the human resource services are efficiently and effectively delivered
- Work closely with the HR team on end to end recruitment and record keeping matters. This may include participation in career fairs, interview scheduling, reference checking, etc.
- Assisting with delivering specific corporate HR initiatives as required eg Annual Performance Reviews, Development Plans, AODA, on boarding etc
- Accurate and timely onboarding of new employees.
- Deal with employee questions with assistance of the HR team to answer inquiries regarding benefits, vacation, etc.
- Consistently apply Workplace Management Procedures to ensure compliance with policies and procedures
- Be aware of Audit compliance with HR systems, policies and procedures and make improvement recommendations with change management awareness where necessary.
- A sound understanding and capacity to apply document control practices both electronically and permanent records
- Knowledge of archiving and capacity to support record keeping standards consistent with Information Management System (IMS) in conjunction with Health Safety and Training.
- Mandatory confidentiality and privacy considerations apply to this role
- Other duties as directed from time to time

QUALIFICATIONS

Our ideal candidate has:

- Relevant experience – Administrative
- Must be in process of completing Human Resources Diploma or Degree
- Ability to maintain confidentiality of sensitive material
- Able to multi-task and handle multiple priorities
- Strong attention to detail

Does this sound like you? If so, we would love to hear from you.

WHAT'S IN IT FOR YOU?

Together, we are building a world-class gold mine and our success is determined by the hard work and dedication of our team. All of our team members are rewarded with a competitive benefits package and on-the-job perks, including:

- Competitive salary
- Training and learning opportunities

Should you be the successful candidate for this role, you will be contacted by a member of our Human Resources Department to schedule an interview.