



ALAMOS GOLD INC.  
YOUNG-DAVIDSON

## Job Opportunity

Alamos Gold Inc. Young-Davidson is currently recruiting the following professional to join our operations team:

### Human Resources Administrative Assistant

Alamos Gold Inc. Young-Davidson Mine, located in Matachewan, Ontario, approximately 60 km west of Kirkland Lake is hiring an HR Clerk. More information on Alamos Gold Inc. and the Young-Davidson Mine can be found on our website at [www.alamosgold.com](http://www.alamosgold.com)

**Date Posted: July 29, 2022**

**Closing Date: August 12, 2022**

Reporting to the HR Superintendent, the successful candidate will be responsible to assist with the administration of day-to-day Human Resources department function and duties. This entry level role is designed to progress within the HR department.

#### Primary Responsibilities:

- Coordinate scheduling of HR activities, programs and events as required.
- Administer internal and external job postings and manage applicant tracking system for all incoming job applications. Track probationary period performance evaluations for new hires.
- Identifying effective candidate sources and tools and participate in candidate screening, scheduling of interviews and reference checks.
- Prepare materials for onboarding and conduct HR onboarding process for new hires, if required.
- Responsible for HRIS data entries, including set up of new hires, employee changes and ensuring records stay current.
- Respond to inquiries and provide information to employees and management.
- Distribute communication concerning HR information, policies and programs.
- Responsible for general office administration including, but not limited to maintaining and reordering office supplies inventory; distribution of post office mail, booking events and catering; booking travel and hotel arrangements; coordinating site tours and managing the necessary interdepartmental logistics.
- Organize and plan company functions and events and prepare Company newsletter.
- HR and general administrative filing.
- Other duties, as assigned.

#### Qualifications and Experience:

- 1-3 years of work experience in Human Resources department.
- Ability to handle sensitive and confidential information appropriately.
- Excellent computer skills specifically in Microsoft office products and experience working with HRIS.
- Strong interpersonal, verbal communication and written skills.
- Strong organization and time management skills.
- Excellent inter-personal skills together with an ability to facilitate commitment to a cooperative team effort.
- The ideal candidate should possess high level energy, self-motivation and strong learning agility.

Young Davidson offers competitive base wage and incentive benefits, including health and welfare insurance benefits, pension and RRSP plan and employee share purchase plan with opportunities for both personal and professional advancement.

Qualified candidates are invited to visit our website, [www.alamosgold.com](http://www.alamosgold.com) and apply online under the careers' sections.



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*Alamos Gold Inc. is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation.*

*We sincerely appreciate the interest of all applicants however; only those candidates selected for an interview will be contacted.*