

Human Resources Specialist - (12997)

TO APPLY VISIT: www.iamgold.com/cotegoldcareers

Role Details

Talent acquisition administration:

- Assess hiring needs and develop innovative approaches to sourcing candidates to meet Côte Gold's business requirements and organizational design strategy.
- Develop and maintain inclusive and innovative talent acquisition practices.
- Support Hiring Managers in defining inclusive hiring criteria.
- Administer the talent acquisition systems and processes to ensure accurate and complete candidate and employee data.
- Maintain knowledge of employment legislation and talent acquisition best practices.
- Administer candidate sourcing, pre-screening, shortlisting, interviewing, and pre-employment testing processes and audit third party and Hiring Manager practices to ensure alignment with Côte Gold's values and brand.
- Promote Côte Gold's values and brand.
- Coordinate and participate in talent acquisition events.

Coordinate employee and contractor onboarding:

- Develop and maintain onboarding material including training packages, handouts, and onboarding kits.
- Develop and maintain onboarding profiles to ensure that employees and contractors receive all of the access, PPE, resources required to be successful.
- Manage employee and contractor onboarding experience ensuring a seamless transition from candidate or third party to effective on-site resource.
- Collaborate with site leadership, training, corporate HR and other stakeholders to ensure a seamless transition or handover.
- Ensure onboarding practices are consistent with Cote Gold's brand.
- Ensure new hires have technical support to properly set up their hardware and software.
- Develop and maintain an ambassador network for new hires.
- Ensure new hires are paired with an onsite ambassadors.
- Address new hire queries.
- Develop and administer new hire feedback surveys and probationary reviews.

HR system expertise and reporting:

- Oversee and maintain Côte Gold's HR systems and technology (HRIS, Time and Attendance, Learning Management System, Contractor Management System etc.).
- Respond to employee queries and resolve issues in a timely and professional manner.

- Assess data management and workflows with the purpose of continuously improving user experience within HR Systems (including the HRIS, Contractor Managements System, Time and Attendance System and Talent Acquisition Systems).
- Collaborate with third-party providers, IT and our corporate HR team to ensure seamless integration of new systems or system improvements.
- Ensure quality and accuracy of system data.
- Provide expert support and technical guidance to employees and the HR Team in navigating HR Systems.
- Develop and deliver on-the-job training to human resource data system users.
- Develop, process and maintain periodic reports of HR system data to support key performance indicators for the business and HR Department.
- Establish standardized approach to employee and contractor file and data management.
- Assure quality of employee file and employee data in HR systems including the administration employee information changes.
- Process and maintain periodic reports of employee and contractor record data and develop reports.
- Develop and monitor relevant KPIs and provide the business with root cause analyses of deviations.

HR policy and procedure administration:

- Lead continuous improvement of HR policies and procedures ensuring a fair and reasonable working environment based on HR best practice in comparator organizations and within the context of relevant legislation.
- Develop and maintain document management practices to ensure policies and procedures are consistent with each other and the company objectives.
- Work with HR and business leaders to review and update policies and procedures regularly.
- Act as a focal point regarding HR policy and procedure queries and ensure that the content is easily accessible and understandable.
- Design and deliver learning content on HR policies and practices, in order raise awareness and understanding.

Qualifications

- Post secondary diploma or degree in an HR or business administration related field of study.
- CHRL designation is preferred.
- A minimum of 5 years of related work experience.
- Experience with recruitment processes and HR Systems.
- Ability to design and implement recruiting strategies.
- Excellent communication and interpersonal skills.
- Attention to detail. Demonstrated analytical and problem-solving skills.
- Ability to work independently including organizing and prioritizing job duties.
- Commitment to continuous improvement.



Côte Gold was developed in partnership with the Mattagami and Flying Post First Nations. The open-pit mine is a joint venture between IAMGOLD and Sumitomo Metal Mining Co. and is operated by IAMGOLD. We are located near Gogama, Ontario, with access to stable infrastructure and strong connections with our local communities.

IAMGOLD is committed to treating all people in a way that respects their dignity and independence. Should you require any accommodation during the recruitment process or otherwise, please notify us of this when you apply and we will work with you to meet your accessibility needs.

Primary Location: Canada

*Work Locations: IAMGOLD Corp, Côte Gold Division 3 Mesomikenda Lake Rd PO Box 100
Gogama POM 1W0*

Job: Operations

Organization: Cote Gold

Posting Date: September 24, 2021