

LAKE SHORE GOLD

a subsidiary of



PAN AMERICAN
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About Us

Lake Shore Gold is located in Timmins, Ontario, a vibrant community of 45,000 residents that is a central hub for Northeastern Ontario. In Timmins, people can enjoy recreational activities such as camping, world class fishing, nature, and snowmobile trails. Direct flights to Toronto are available at the local airport via multiple carriers. There are many support networks in the community including the local Timmins and District Hospital, local sports leagues for children and adults (hockey, baseball, basketball, etc.), golf courses, both cross country and downhill ski resorts, a community pool, and many other community events that provide entertainment throughout the year (fairs, carnivals, concerts, etc.).

The Bell Creek Complex, located approximately 20 kilometers northeast of Timmins, Ontario, consists of an underground mine and processing facility. Mineralization is associated with the Porcupine-Destor fault system within the Abitibi greenstone belt, with ore mined by narrow vein longhole stoping methods. Ore is then transported to surface via a newly commissioned one thousand eighty metre deep shaft at a mining rate of twenty five hundred tonnes per day.

We are currently recruiting for: **Human Resources Administrator**

Job Description

In this position you will report directly to the Human Resources Coordinator and will assist with ongoing recruitment efforts, managing applications, setting up and conducting interviews, reference checking, employee orientation, various analytical reporting, and providing general support. This position will be responsible for the paperwork associated with vacation and absences from the workplace and ensuring payroll has all documentation for each pay period before processing. Other responsibilities include filing and maintaining personnel records as well as assisting with the day to day efficient operation of the department.

This position will also act as a back-up for the payroll department to cover for absences and will report to the Payroll Supervisor or designate during those times. When in payroll, you will be responsible for all aspects of the hourly full cycle payroll processing and reporting while meeting full legislative compliance. You will be accountable for accurate, and on-time pay run processing as well as processing employee status changes, ROE's and terminations. The successful candidate should have experience with and knowledge of applicable laws and regulations governing Human Resources and payroll legislation.

Salary & Benefits

- Competitive Wages
- Flexible work schedule
- Medical and Prescription Benefits
- Dental Plan
- Vision Coverage
- Wellness Spending Account
- Company Paid Pension Plan
- Basic Life/Accidental Life Insurance

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- Long Term Disability Coverage
- Employee Assistance Program
- Paid Vacation
- Mine/Mill Performance Plan Incentives
- Paid Pregnancy and Parental Leave

Job Details

Location: Position to be based at our Bell Creek Mine in Porcupine, Ontario

Rotation: 5-2 or 4-3 (Monday to Friday 8-hour shifts or Monday to Thursday 10-hour shifts)

Responsibilities

Reporting to the Human Resources Coordinator, the Human Resources Administrator will have the following responsibilities:

- Maintain effective working relationships with management and staff by communicating HR policies and procedures, employment standards, laws, and regulations
- Promote company culture and values
- Assist with ongoing recruitment efforts, managing applications, setting up interviews, reference checking, and employee orientation
- Responsible for the paperwork associated with vacation and absences from the workplace
- Responsible for assisting with the coordination of all Company events
- Ensure up-to-date knowledge of employment law and compliance regulations
- Full cycle back-up hourly payroll processing, including accurate and on-time pay run processing
- Be a member of, and work closely with the Inclusion and Diversity committee
- Various other administrative duties as required

Qualifications

- The successful candidate will have or be working towards a degree or diploma in Human Resources with the goal of achieving their CHRP
- PCP or CPM or CHRP designation would be considered an asset
- Excellent written and oral communication skills
- Demonstrated accuracy in data entry and maintaining records
- This position requires a high level of confidentiality and requires diplomacy, discretion, and tact
- High level of attention to detail and ability to work within tight deadlines
- Work with frequent interruptions and have the ability to prioritize in a fast-paced environment
- High proficiency in Microsoft Office Applications (Outlook, Word, Excel, PowerPoint, Visio)
- Excellent organizational skills
- Experience using Canva or alternative graphic design software would be considered an asset
- Knowledge of HR processes and best practices
- Knowledge of Avanti Payroll/HRIS system would be considered an asset
- Knowledge of the mining industry is an asset

To express your interest in this position please forward your resume to:

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Human Resources

Lake Shore Gold

P.O. Box 1067

Timmins ON

P4N 7H9

Email: HR@ca.panamericansilver.com

Fax 705-269-4936

We thank all candidates for their interest in Lake Shore Gold; however only those selected for an interview will be contacted.

Lake Shore Gold is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and all aspects of employment including the decision to hire or promote will be based on merit, competence, performance, and business requirements.