

Human Resources Assistant

Trafigura Group has an immediate need for a qualified **Human Resources Assistant** at its Myra Falls Mine on Vancouver Island, British Columbia. Myra Falls Mine is an underground mine operation located 90 km southwest of Campbell River, BC in the picturesque surroundings of Strathcona Provincial Park. Surrounded by mountains and lakes, the trip to the mine has some of the world's most impressive views.

This is an onsite position and daily travel between the Campbell River/Courtenay area and the mine site is required. Bus transportation is provided. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle of Vancouver Island's coastal life, this could be your opportunity.

Make Myra Falls Mine your next career choice!

Responsibilities

Reporting to the Human Resources Manager, the Human Resources Assistant plays a key role in providing human resource services to site employees and administrative support to site Management and Supervisors. More specific responsibilities include, but are not limited to:

- Administer new employee benefits and other onboarding documentation.
- Assist employees with payroll and benefits questions.
- Establish and maintain accurate and confidential employee files.
- Coordinate visitor and new employee orientations.
- Coordinate camp occupancy and room lists with the catering/housekeeping contractor.
- Coordinate employee bus transportation to and from site.
- Answer general phone enquires and direct calls.

Requirements

- Minimum 2 years experience in Human Resources and/or administrative role, preferably at an operating mine or a similar industrial environment;
- Demonstrated ability to be effective in a fast-paced, multi-tasking work environment;
- Experience with payroll and benefits administration;
- Proficient in the use of computer programs (Word, Excel, Outlook, Access, Internet);
- Proficient in the use of standard office equipment (computer, voice messaging system, copier, scanner);
- Experience with basic financial record keeping;
- Excellent verbal and written communication skills;
- Consent to a pre-employment medical examination which includes a drug & alcohol screening.

Myra Falls offers a competitive wage, comprehensive benefit package, Pension, RRSP and GIA contributions for retirement planning. The incumbent will work a 4X3 work schedule. Relocation assistance to the Campbell River area may be available.

Interested candidates should send their resumes to myrafalls.careers@myrafallsmine.com. We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.