

Capstone Mining Corp.

Capstone Mining Corp. is a Canadian mining company with three producing copper mines, Pinto Valley in the US, Cozamin in Mexico and Minto in Canada. In addition, Capstone has two development projects, Santo Domingo in Chile and Kutcho in Canada, as well as exploration properties in Canada, Chile and Mexico.

As a Capstone Mining Corp. employee you will become part of a supportive, performance-driven and dynamic environment. You will be given the opportunity to expand your knowledge and skill set working alongside dedicated employees from a variety of backgrounds and cultures. We place the highest priority on employee safety, protecting the environment and enhancing the development of the communities where we operate.

By joining the Capstone team, you will become part of an inclusive and loyal team where you will be supported in your career growth through training, diverse opportunities and professional development.

Job Title:

Human Resources Advisor

Position Summary:

The HR Advisor is responsible for working as an effective team member to carry out full cycle HR and culture initiatives. This role is responsible for employee relations and helping leaders ensure that the right people are in the right jobs at the right time to maximize the Company's success. The Human Resources Advisor is also responsible for compiling data, maintaining file records and assisting with HR Projects.

Position Responsibilities (including but not limited to):

- Manage full cycle recruitment process: job descriptions, offer letters, advertising, interviewing, reference checks, arranging Fit-For-Duty testing and travel including being the main point of contact onsite for all recruiting. Generate and maintain recruitment related statistics
- Advise leaders on employee relations to ensure employee issues are dealt with in a fair and equitable manner in accordance with both local employment legislation and internal policies and procedures
- Maintain tracking spreadsheets for recruiting progress
- Liaise with First Nation on matters of hiring. Work in partnership with our Community and Administration Coordinator on community related initiatives.
- Support site wide rollouts of HR projects and initiatives
- Create and manage employee files and records. Ensure accuracy of HR related databases
- Maintain records on disability, return to work and maternity leave outreach programs
- Compile and file resumes – maintain resume database
- Track and process notice of change forms with payroll – key liaison with payroll
- Ensure all onboarding forms are completed by the hiring manager and processed accordingly
- Complete new hire induction
- Create new hire announcements
- Coordinate probationary review process

- Ensure relevant databases are updated (Simply safety, personnel lists, timesheets)
- Maintain employee files, ensuring accurate and up-to-date record keeping
- Recommend and outline best practices for HR processes towards continuous improvement
- Complete other related duties and projects as assigned

The Ideal Candidate:

- 5+ years relevant work experience (site operations based) in mining or heavy industry operations
- Previous labour and employee relations experience
- Related post-secondary education degree
- Human Resources designation is an asset
- Organized, adaptable and able to multitask in a fast paced environment
- Detail oriented with strong time management skills
- Excellent verbal, written and presentation skills
- Excellent interpersonal and relation-building skills
- Understanding of Federal and Provincial/Territorial employment law
- Excellent customer service skills
- Comfort with ambiguity and objective in analysis
- Proficient in Microsoft Word, Excel, Outlook, Internet Explorer Visio and PowerPoint

This position involves working at a remote worksite on a two week in/two week out rotation. Prolonged periods of time at a desk working at a computer may be required. The position also requires walking to and from different locations on site. Prolonged periods of standing may be required. There will be exposure to extreme temperatures in all seasons and working in conditions of snow, mud and ice.

To apply, send your cover letter **stating salary expectations** and resume by email to humanresources@mintomine.com. Please include your name and **"JOB TITLE"** in the subject line of your e-mail response.