

POSITION SPECIFICATION

POSITION TITLE: Human Resource Assistant (Temporary - 9 months)

LOCATION: New Afton Mine, located 10km west of Kamloops, BC.

Kamloops is a city of 90,000 people, located 350km east of Vancouver. The area provides the opportunity to live and work in a vibrant community with its own University and within easy reach of world class ski resorts, championship golf courses, mountain biking trails, popular recreational lakes and award winning vineyards.

New Gold is a Canadian-focused intermediate gold mining company. The company has a portfolio of three producing assets in top-rated jurisdictions. The New Afton and Rainy River Mines in Canada, and the Cerro San Pedro Mine in Mexico (which transitioned to residual leaching in 2016), provide the company with its current production base. In addition, New Gold owns 100% of the Blackwater project located in Canada. New Gold's objective is to be the leading intermediate gold producer, focused on the environment and social responsibility. Our Values drive every decision and action we take at New Gold:

Integrity: Do what's right

Creativity: Lead with innovation

Commitment: Deliver

Develop our employees: Commitment to personal development

Teamwork: Leverage our collective skills

For further information on our company, please visit www.newgold.com.

RESPONSIBILITIES: As an integral part of the Human Resources team, you will be responsible for the administration of key human resource functions such as recruitment and selection, HR systems, orientation and onboarding and employee relations. You may also undertake assignments and initiatives that expose you to broader HR functions. You will cultivate the New Gold culture by putting people and values first.

Responsibilities for this position may include but are not limited to:

- Assist with the planning, coordination and deployment of HR policies, guidelines and practices
- Overall support of hiring including assistance to hiring managers, coordination of and attendance at interviews, references/background checks, preparing offer letters

- Support onboarding of new employees to organization's culture and processes.
- Develop and maintain a professional relationship with employees by ensuring a sense of confidentiality, mutual trust, concern, respect and teamwork.
- Respond to people related and employment inquiries
- Provide administrative support to the HR team
- Provide analytical support generating regular and ad hoc reports from HR systems (SAP) and consolidate data and information for management presentations and/or reports (quarterly metrics, vacation reporting, etc.).

**SKILLS &
EXPERIENCE:**

Required Qualifications:

Bachelor of Business Administration degree with a concentration in HR - graduate level candidate with at least 1+ years of HR experience or co-op experience.

This role will allow the successful incumbent to gain valuable HR experience, take on new challenges and develop in the field of HR. Your HR teammates will be your biggest fans and most dedicated coaches.

Preference will be given to candidates that have completed a Chartered Professional in Human Resources (CPHR) designation or are working towards a CPHR designation. Experience with HRIS systems would be an asset.

You will be:

- Passionate about the HR profession.
- A well-developed communicator and able to operate effectively and professionally within the organization.
- Highly ethical and able to deal with confidential issues with tact & discretion.
- An out-of-the-box problem solver, analytical thinker, and instinctual.
- Able to demonstrate organization skills with the ability to prioritize effectively and manage multiple tasks in an environment with competing demands and deadlines.
- Able to demonstrate strong skills in Microsoft office

Note: Candidates must be legally able to work in Canada at this time.

COMPENSATION:

A competitive salary and benefits will be provided.

**FOR FURTHER
INFORMATION,
CONTACT:**

Please e-mail your resume with subject line **2019-005 Human Resource Assistant** by **January 10, 2019 by 11:59pm PST** in Word or PDF format to careers.newafton@newgold.com.