

Human Resources Generalist

About the Role

Schedule: 5/2, Monday to Friday

Duration: This temporary opportunity is projected until the end of October 2022.

Position Reports To: Senior Human Resources Advisor

Position Overview

The New Afton Human Resources department is looking for an HR Generalist to add to our creative and dynamic team on a 24-month contract. You will be responsible for recruitment and selection; compensation and benefits; performance management; and employee relations. You will also undertake assignments and initiatives that expose you to broader HR functions. You will cultivate the New Gold culture by putting our people and values first.

Key Responsibilities

- 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, administration and interpretation of recruiting assessments, 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.).

Qualifications

- Bachelor of Business Administration degree with a concentration in HR - graduate level candidate with at least 3-5 years of HR generalist experience.
- Preference will be given to candidates that have completed a Chartered Professional in Human Resources (CPHR) designation or are working towards a CPHR designation.

We are looking for someone who is:

- Passionate for the HR profession
- A strong communicator
- Highly ethical and adept at managing confidential issues with tact and discretion
- An out-of-the-box problem solver
- Organized and able to prioritize tasks effectively and manage multiple tasks in an environment with competing demands and deadlines
- Looking to join a highly motivated team of creative HR professionals who will be your biggest supporters and committed resource

To Apply

Option 1: Create your Internal Success Factors account by uploading your updated resume and cover letter and apply via the online postings at www.newgold.com or through SharePoint.

Option 2: Email your cover letter and resume with subject line 2020-079 Human Resources Generalist by 11:59pm on September 14, 2020 in Word or PDF format to careers.newafton@newgold.com.

Interviews

Interviews will tentatively be scheduled for the week of September 21, 2020.

Those who are selected for an interview will be contacted directly. Interview preparation is available to internal employees through the Human Resources team, please contact Mary-Beth Harrison, Alicia Gallon or Brianna Maurer to set up an appointment.

Inclusion, Equal Opportunity, Accessibility

New Gold is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status or any other legally protected factors. Disability-related accommodations during the recruitment process are available upon request.

Additional Information

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. New Gold does not accept resumes from employment placement agencies, head-hunters or recruitment suppliers that are not in a formal contractual arrangement with the Company. Any resume or other information received from a supplier not approved by New Gold will be considered unsolicited and will not be considered.

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