

SEABRIDGE GOLD

Seabridge Gold Inc. is seeking a **Human Resources Generalist**

Seabridge Gold was founded in 1999 and holds a 100% interest in several North American gold projects. Seabridge's assets include the KSM and Iskut projects located near Stewart, BC, the Courageous Lake project located in the Northwest Territories, the Snowstorm project in the Getchell Gold Belt of Northern Nevada and the 3 Aces project in the Yukon Territory. Seabridge strives to provide opportunities for people who have talent, passion and integrity and the desire to work within an organization that values and supports them. For further information on our company, please visit www.seabridgegold.com.

Our culture fosters new ideas, fresh perspectives, and the ability to take them to implementation to deliver a best-in-class experience for our employees. This is a fast-paced environment that encourages you to make a difference in all aspects of HR including recruitment, onboarding/offboarding, training and development, employee relations, performance management, employee engagement, reporting and health & safety. If you are looking for growth and an exciting opportunity to be part of a large mining project, you need to check us out.

Key Responsibilities

Key responsibilities for this position may include but not limited to:

- Identifies and coordinates talent management planning to develop longer term organizational capability
- Takes appropriate action to address and resolve employee relations issues and manage activities including staffing, learning and development, performance management, compensation planning, reward/recognition and answering employee payroll and benefits questions
- Ensures the consistent application of organization policies and procedures
- Overall support of hiring including assistance to hiring managers, budget comparison, coordination of and attendance at interviews, references/background checks, preparing offer letters
- Support onboarding process of new employees to organization's culture and processes
- Guides leaders and employees through a process of developing answers, solutions, and/or strategies on people-related matters
- Develops and maintains community/academic relationships to increase exposure/awareness of Seabridge and future employment opportunities
- Coach and educate on legal and regulatory requirements as they relate to Employment Standards and Human Rights.
- Develop and maintain a professional relationship with employees by ensuring a sense of confidentiality, mutual trust, concern, respect, and teamwork
- Support Finance payroll person, annual review of benefit plans and retirement savings plans
- Other duties as assigned

Education, Skills and Experience

- Undergraduate degree in Business Administration, Commerce or Human Resources Management is required
- CHRP designation or working towards the designation is highly desired preferred
- 5+ years of progressive human resources experience
- Advanced planning/organizational skills, sound reasoning, analysis, conflict resolution and decision-making skills
- 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 and discretion
- Able to demonstrate organization skills with the ability to prioritize effectively and manage multiple tasks
- Service and results oriented, pro-active, responsive professional, who works well in a team
- Ability to work in a diverse, fast-paced, and dynamic environment
- Experience with compensation analysis, benefits and payroll, leadership coaching and change management
- Familiarity with relevant BC and federal legislation and regulations (e.g., WorksafeBC guidelines, Mines Act, Occupational Health and Safety Legislation)
- Must be highly proficient in MS Office – specifically Microsoft Excel (including the ability to generate reports and run formulas showing data in a graphical format).
- Previous experience in the mining and resource sector would be a strong advantage
- Engagement experience with Indigenous partners would be an asset
- Previous in Projects and/or corporate office environments an asset

Location

Remote – Home based with travel to Toronto office and Project site in Smithers

Our Offer

- an exciting opportunity to contribute to the success of the business and reach your full potential
- competitive salary and performance-based bonus plan
- health and welfare benefits

Apply

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.

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

Please apply through email to hr@seabridgegold.com and attach your Cover Letter and Resume in Word or PDF format no later than **November 24, 2021**. Thank you for your application, however, only those selected for an interview will be contacted.