KSM MINING ULC

A SUBSIDIARY OF SEABRIDGE GOLD INC

EDUCATION & EXPERIENCE

- Grade 12 completion is required. Some employers prefer a university degree, a diploma of business, or a certificate from a related field of study.
- Experience working in human resource departments may be necessary.
- Computer skills, including a working knowledge of MS Office programs are an asset.

TRAINING

There are a number of different HR courses and business administration programs available to people interested in careers in HR.

You can search www.educationplanner.ca for a complete list of different programs offered accross the province.

If you are interested in completing Grade 12 or upgrading your skills, you have a number of options. Check out adult basic education programs at:

- ▶ The College of New Caledonia.
- ► Coast Mountain College

If you have completed Grade 12 and are interested in exploring your career options in exploration and mining, contact:

- General education advisors or First
 Nations Access coordinators at Coast
 Mountain College
- School of Exploration & Mining advisors at Coast Mountain College
- Academic advisors at the College of New Caledonia

CAREER ADVANCEMENT POTENTIAL

 Progression to supervisory positions is possible with experience. Prpgression to HR Management level positions is possible with additional training and experience.

To learn more about a career as an HR Assistant (including information about work duties and working conditions, salaries and employment prospects), you can access information in the National Occupation Classification (NOC) System at www.workbc.ca. The NOC code for this occupation is 1121.

HR ASSISTANTS

Human Resource (HR) Assistants (or Personnel Clerks) assist personnel officers and human resources specialists and compile, maintain and process information related to staffing, recruitment, training, labour relations, performance evaluations and classifications. HR Assistants are employed in personnel departments throughout the private and public sectors.







Image source: MiHR Council and iStoc

JOB DESCRIPTION

HR Assistants perform some or all of the following duties:

- Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications.
- Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to personnel activities.
- ▶ Respond to telephone and written enquiries from staff and the general public regarding personnel matters.
- Arrange for advertising or posting of job vacancies, assist in screening and rating of job applicants, and conduct reference checks.
- ▶ Arrange for in-house and external training activities.

Seabridge Gold developed its job fact sheets using information from Human Resources and Skills Development Canada's 2006 National Occupational Classification, Work BC (www.workbc.ca) and the Mining Industry Human Resource Council (https://mihr.ca). To learn more about Seabridge Gold and its projects, visit www.seabridgegold.com.