

# SEABRIDGE GOLD

## Seabridge Gold Inc. is seeking a **Human Resources Business Partner**

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](http://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 fast-paced environment 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.

### **Key Responsibilities**

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

- Partnering with business leaders to identify and proactively provide HR support and guidance.
- Addressing and resolving employee relations issues, including conflict resolution, disciplinary actions, team building, and performance improvement plans.
- Overseeing regular HR activities, including performance management, compensation planning, benefits renewal, RRSP and 401K Plans, HRIS management, etc.
- Serving as the primary contact for employees regarding HR and payroll related inquiries.
- Managing the full recruitment cycle, including sourcing, interviewing, references/background checks, preparing offer letters.
- Supporting the development and implementation HR Policies and procedures and ensures the consistent application of organization policies and procedures.
- Facilitating the onboarding process of new employees, integrating them into the organization's culture and processes
- Coaching and educating on legal and regulatory requirements as they relate to Employment Standards and Human Rights.
- Fostering a professional relationship with employees by ensuring a sense of confidentiality, mutual trust, concern, respect, and teamwork
- Conducting investigations into workplace incidents, complaints, or violation of company policies
- Support drafting of company -wide communications.
- Providing support to the Finance team on payroll related inquiries.
- Performing 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
- Must be legally able to work in Canada at this time

## Location

Remote – Home based with travel to Toronto office and Project sites. Preference given to candidates residing in B.C. and Alberta.

## 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, RRSP 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.

Please apply through email to [hr@seabridgegold.com](mailto:hr@seabridgegold.com) and attach your Cover Letter and Resume in Word or PDF format no later than **August 25, 2024**. Thank you for your application, however, only those selected for an interview will be contacted.

*When you provide your resume/cover letter through email to [hr@seabridgegold.com](mailto:hr@seabridgegold.com), Seabridge Gold collects and uses your personal information solely for recruiting and hiring purposes. Seabridge Gold does not share your personal information with third parties without your*

*consent, except as required by law. By submitting your resume, you acknowledge and consent to the collection and use of your personal information as described above. If you no longer wish to have your personal information available to Seabridge Gold for recruiting purposes, please request that the personal information be removed.*