

Job Posting Title

HR Aboriginal Trainee

Posting Date

March 18, 2016

Company

New Gold is a Canadian intermediate gold mining company listed on the Toronto Stock Exchange (TSX) and the New York Stock Exchange (NYSE MKT) under the symbol NGD. At New Gold, our values drive every decision and action we take:

Integrity: Do what's right

Creativity: Lead with innovation

Commitment: Deliver

Develop our employees: Commitment to personal development

Teamwork: Leverage our collective skills

New Gold is committed to ensuring that all Applicants are able to participate equally in relation to New Gold's recruitment, assessment and selection materials and processes. New Gold encourages all Applicants with disabilities to let their New Gold recruitment contact know if they require accommodation during the recruitment process. For more information on New Gold's compliance with the Accessibility for Ontarians with Disabilities Act, 2005, please visit our website at <http://newgold.com/LegalNotice/default.aspx#sixteen>.

Project

Do you want to be part of the development and start-up of one of Canada's premier mining operations? We are looking for dynamic individuals to join our team and live in our community as we pursue this exciting project. The Rainy River Project, located 65 km northwest of Fort Frances, ON, contemplates a combined open pit and underground mine, processing 21,000 tonnes per day.

Department

Human Resources

Tasks

This position is an opportunity for a junior professional with post-secondary education in Business or Human Resources to join and learn the workings of Human Resources department within a business setting. The successful incumbent must be Aboriginal.

This is a 1-year fixed-term employment.

The HR Aboriginal Trainee will be exposed to all area of Human Resources. Some responsibilities for this role are:

- Assists in the recruitment process by pre-screening, interviewing, and testing applicants;
- Assists with coordinating the logistics for site visits for applicants;
- Enters job postings, communicates with applicants, and maintains our data base in our eRecruit system;
- Assists in the maintenance of personnel records;
- Enters and maintains human resources electronic records in SAP by entering new hires, changes, terminations, salary increases, etc.;
- Assists with the onboarding of new employees;
- Any related duties to ensure the success of the Human Resources team.

Requirements

- High School Diploma or GED
- Diploma or Certificate in Business Administration or Human Resources preferred
- Office management experience an asset
- Proficient in Microsoft Office – Word, Outlook and advanced knowledge of Excel
- Excellent organizational skills – detail oriented
- Ability to work under pressure and produce high quality work within time constraints
- Excellent multi-tasking skills – able to prioritize
- Analytical thinking skills
- Exceptional interpersonal skills
- Team player
- Takes initiative and ownership for work
- Excellent verbal and written communication skills

Contract Type

Temporary

Employment Fraction

Full-time

Location

Emo, ON, Canada