

Job Posting Title

Human Resources Generalist

Posting Date

January 17, 2017

Application Deadline

February 7, 2017

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.

Position will be posted until application deadline or until filled.

Department

Human Resources

Tasks

Reporting to the Human Resources Manager, this position is responsible for providing support to the Human Resources

team, manager and employees on all aspects of Human Resources.

This is a generalist position with responsibilities varying in all facets of Human Resources, with key responsibilities in HRIS management, recruitment & new employee orientation, compensation & benefit and employee relations.

Recruitment – Building an excellent team

- Work closely with department managers and supervisors to ensure the whole process of recruitment from Personnel Requisitions to posting, short-listing, screening, setting up and conducting interviews are done in a timely manner in order to select the best possible candidates
- Work with New Gold and Rainy River's recruitment philosophy around hiring from the local community and from the Aboriginal community members
- Ensure all appropriate paper work is completed to onboard new employees successfully. (offer letters, terms and conditions of employment, conversations with supervisors, Safety procedures etc.)
- Conduct new employee orientation on need basis

HRIS – Database Management

- Oversee the HR Master Data in SAP: personnel records and changes; payroll records; organization structure management; training records; etc.
- Ensures a thorough knowledge of SAP – HR and e-recruit and utilizes the software to the fullest capability

Oversees Terms and Conditions of employment: Changing Compensation, hours of work, shift schedules, Benefits and Reporting requirements

- Ensures a thorough knowledge of SAP – HR and e-recruit and utilizes the software to the fullest capability.
- Ensures all changes are documented and filed electronically appropriately in employee files and in HR files.
- Oversee and administer quarterly, mid-year, and annual performance review and compensation review – including coaching and mentoring supervisors and employees on goal setting and performance review process

Acts as a key member of the HR team

- Participates actively in problem solving and decision making
- Brings insight and positive approach to a fast paced start up situation
- Be a champion of New Gold's value and culture

Requirements

- Degree or diploma in Business Administration or Human Resources Management or other related discipline
- 4-6 years' progressive experience in Human Resources
- Previous experience in HRIS system and/or ERP system is considered an asset
- Experience in both union and non-union work places is valuable
- Strong computer and software skills (Word, PowerPoint, Excel, Visio)
- Attention to detail with excellent organizational skills
- Strong communication and leadership skills
- Strong understanding and passion around understanding human behavior
- Sound judgment in resolving issues
- Excellent oral and written communication skills with internal and external contacts
- Ability to work with all levels of the organization
- Excellent team player

Contract Type

Permanent

Employment Fraction

Full-time