

Job Posting Title

Senior Human Resources Generalist

Posting Date

August 29, 2016

Application Deadline

September 19, 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

Recruitment – Building an excellent team

- Works closely with department managers and supervisors to ensure the whole process of recruitment from Personnel

Requisitions to postings to short listing to setting up interviews and helping with selection is all done in a timely manner in order to select the best possible candidates.

- Works with New Gold and Rainy Rivers 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.)

Performance Development and Coaching

- Provides guidance and coaching to managers and supervisors around communication with employees to enhance the values of the company and to ensure self-accountability.
- Coaches employees to develop their understanding of themselves and others in building good team relationships.
- Ensures all performance conversations – including both coaching/correction and commendation conversations are documented and followed up on in SAP – HR system.

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.

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.

Requirements

- Degree or diploma in Business Administration or Human Resources Management or other related discipline
- 9- 10 years' experience in Human Resources or other related experience.
- Experience in both union and non-union work places is valuable.
- Strong communication and leadership skills
- Strong understanding and passion around understanding human behavior
- Attention to detail with excellent organizational skills
- 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 software skills (Word, PowerPoint, Excel)

Contract Type

Permanent

Employment Fraction

Full-time