



Foran Mining Corporation (FOM-TSX.V), a Vancouver based exploration and mining company, is seeking an experienced, motivated, and enthusiastic **Human Resources Coordinator**. Foran is currently advancing a Feasibility Study for its McIlvenna Bay Cu-Zn-Au-Ag deposit, one of the largest undeveloped VHMS deposits in Canada. The Company became the world's first carbon neutral copper development company in May of 2021 and our plan is to be a carbon neutral mining company.

Foran is committed to building a skilled and diverse workforce as we move into our next phase of growth.

Coordinator McIlvenna Bay - Human Resources – Posting 2021- 1110

We are looking for an efficient Human Resources (HR) Coordinator to undertake a variety of HR administrative duties for our McIlvenna Bay Site. Under the direction of the Human Resources Manager you will facilitate daily HR functions like keeping track of employees records and supporting the interview process. Your role, also, involves performing tasks with a focus to grow our company's talent pipeline and improve our sourcing tactics.

You will have a broad knowledge of Human Resources as well as general administrative responsibilities. You will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. To succeed in this role, you should be familiar using HR software and tools. You will be able to contribute to the attainment of specific goals and results of the HR department and the organization.

Primary Responsibilities:

- Respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned

Key Attributes

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Knowledgeable of applicable provincial and federal employment laws and regulations and industry best practices
- Knowledgeable of industry trends, best practices, regulatory changes and new technologies in human resources, talent management and employment law

Position Requirements:



- Bachelors degree in human resources or related.
- 2 years of experience as an HR coordinator (essential).
- Exposure to Labor Law and employment equity regulations.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.

This posting is for a full-time permanent position to commence immediately, currently based in Saskatoon, Saskatchewan with eventual need to be on rotation at the mine site. A competitive compensation package is available for the successful candidate.

Foran is creating a blueprint for responsible mining that causes the least possible harm and delivers better returns from day one of operation. We aim to be cleaner, safer, and more efficient than the competition by design. We are committed to protecting the earth and communities with zero-emission technologies, environmentally friendly practices, combined with innovative worker safety and quality of life initiatives and strong transparent governance.

Interested Applicants can email their resume to careers@foranmining.com.