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Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. With nearly 1,000 meters of underground development completed at our two new deposits and a robust Pre-Feasibility Study released, Alexco is advancing the district towards a production decision with the goal of production in Q3 2020. This is a great opportunity to be part of the team that is building one of the highest-grade silver operations in the world.

The company has an immediate opening a **HR Manager**.

Position Overview:

Reporting to the General Manager, the HR Manager will be responsible for overseeing the human resources, camp administration and travel departments at site. The HR Manager will work closely with the General Manager and Senior Leadership to develop the site people strategy to attract and retain top talent to the project. This will be a 14 day on / 14 day off rotation at our Keno Hill Project in Elsa, Yukon. This shift schedule is subject to change.

Primary Responsibilities:

- Responsible for leading the Human Resources, Camp and Travel departments;
- Managing the camp services and travel vendors in a cost-effective manner for the site;
- Develop camp and travel related processes;
- Oversee camp administration including complaint resolution;
- Assist in the development of camp strategy for ramp up of operations;
- Oversee the administration of compensation, performance management and training;
- Continuously engage the workforce to ensure needs and compliance are met; enforce safe behaviors and a positive safety culture;
- Develop and administer human resources policies, procedures and programs for the Keno Hill site;
- Assist with the site ramp up and recruitment efforts including job posting, interviews, and new hire processes and onboarding;
- Responsible for labour relation activities including compliance with Yukon Employment Standards;
- Facilitate and coach leaders on the resolution of employee relations issues;
- Guide and administer compensation programs for site-based roles;
- Development and implementation of all aspects of performance management - coaching and counseling, disciplinary actions, improvements to performance and productivity, annual reviews, exit interviews, etc.;
- Train and coach personnel as required
- Administration of the employee data in the Human Resource Information Systems;
- Participate in leadership meetings as a member of the senior leadership team;
- Maintain company organization charts and employee files;
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed;
- Maintain and manage WCB/WSIB claims including Modified Return to Work processes;
- Administration of hourly and salary payroll and annual reporting requirements;
- Coordinates onsite training and development programs as required;
- Other duties as assigned.

Education and Experience:

- The candidate will have a university degree in Human Resources or Administration;
- 10-15 years of related mining experience;
- Minimum of 8 years' experience in a leadership role;
- Professional knowledge of Human Resources best practices, legal compliance and strong understanding of Yukon Employment Standards;
- Understanding of HRIS systems, UltriPro experience is an asset;
- Strong Human Resources business partner and trusted advisor; and
- Strong organizational skills and ability to handle a large workload.

Please send your resume with cover letter to hr@alexcoresource.com

Closing date: Until position filled