



Human Resources Manager

OVERVIEW

Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. With underground development approaching ore zones at our two new deposits, a mill processing high grade ore from our historic Bellekeno mine, Alexco is advancing the district towards full production in Q3 2021. This is a great opportunity to be part of the team that is operating one of the highest-grade silver operations in the world.

We are looking for an individual to join our growing team in the role of **Human Resources Manager**.

Reporting directly to the VP Operations and site General Manager, the **Human Resources Manager** will lead, guide and coach the HR team in the execution of HR-related operational requirements and strategic initiatives. This role will work as a strategic business partner with the General Manager and his direct reports to develop human resources plans and solutions that support Alexco's strategic objectives. This position will also coordinate with other site-based departments to increase employee engagement and reinforce Alexco's vision and values.

This will be a 14 day on / 14 day off rotation at our Keno Hill Project in Elsa, Yukon.

RESPONSIBILITIES

- Position HR as a strategic business partner with the other site-based departments by providing timely and complete service to the business.
- Coach and mentor business leaders (Department Managers) to become adept at handling overall HR-related issues to create an environment whereby Managers effectively manage their human resources.
- Accountable for the development of long-term HR-related plans and budgets.
- Ensures achievement of goals and targets for the HR sub-functions in line with approved plans (annual budget, short-range forecasts, etc.).
- Develop and maintain strong relationships with area First Nations groups, including maximizing employment opportunities.
- Partner with the business leaders to ensure recruiting and succession planning meets the needs of the business.
- Act as the lead resource in the ongoing sourcing and selection of Keno Hill employees.
- Ensure compliance with HR federal employment law and mining regulations.
- Manage the implementation of HR policies and procedures and ensure their consistent use and application.
- Manage site compensation programs effectively to attract and retain required employees and ensure programs are competitive within appropriately defined market.
- Coach, manage and work with business partners to ensure all employees are working in compliance with all Alexco and Yukon safety guidelines and procedures.
- Work with business leaders to ensure that all employees and contractors are certified to execute the tasks/jobs they are assigned.
- Oversee the annual Performance Management cycle and process.
- Manage and support all Keno Hill employee relations.
- Manage and support site Information Technology and telecommunications systems and staff.
- Liaise with Camp Management contractors, as well as manage administrative support staff including personnel responsible for the coordination of site rotational travel.
- Lead and support site payroll staff and functions.

REQUIREMENTS

- Minimum Bachelor's Degree in Human Resources, Business Administration, or related field.
- Experience in a remote work environment is an asset.
- At least 10 years of progressive HR experience with at least 5 years in an HR managerial capacity.
- A proven track record of successful development and implementation of HR strategies that benefit the business and demonstrate excellence in change management.
- Strong management skills and business acumen with an ability to develop and establish priorities, work standards and plans.
- Sound decision-maker in dynamic environments.
- Excellent written and verbal communication skills.
- Ability to work effectively with individuals at all organizational levels.
- Demonstrated people leader with outstanding team building skills.
- Demonstrated skills in relationship building across organizational boundaries.
- Intermediate computer skills; Microsoft Office, Outlook.
- Knowledge of mine operations and practices is a plus.
- Valid Canadian Driver's License.
- Must be legally entitled to work in Canada.

REWARDS & CULTURE

Alexco Resource offers a competitive remuneration package. We offer a supportive culture that prides itself on teamwork, professionalism, and safety.

CONTACT US

Please apply directly by submitting your resume, to hr@alexcoresource.com preferably as a Microsoft Word document. Closing date for this position is 4:00 pm, May 21st, 2021. Please note, that due to the number of applications we receive, only those selected for an interview will be contacted. No calls please.