

Coordinator, Attendance Management
Teck Highland Valley Copper
Posting Date: June 24, 2024

Closing Date: July 8, 2024

As Canada's largest diversified mining company, Teck is committed to providing the world with essential resources safely and sustainably. We have a rich history of consistently driving innovation, harnessing cutting-edge technology, and cultivating a dynamic environment that empowers our employees to shape the future.

Reporting to the Superintendent of Support HR, the Coordinator of Attendance Management will play a pivotal role in overseeing short-term absences and administering the Attendance Management Review Program (AMRP) at Highland Valley Copper. This position requires interfacing with various stakeholders, including employees, and internal teams, to ensure that absence management processes are conducted efficiently and in compliance with organizational policies and relevant regulations. The Coordinator will serve as the primary point of contact for managing and documenting all aspects of employee absences, ensuring a seamless flow of communication and support across the organization.

To excel in this role, we are seeking an individual with outstanding interpersonal and communication skills, who is proactive and highly organized. The ideal candidate should be adept at managing confidential information, possess strong problem-solving abilities, and be able to handle multiple priorities in a dynamic, fast-paced environment. The capacity to synthesize and present complex information to diverse audiences, along with a keen attention to detail, is essential for success in this position.

This position is a 4 x 4 schedule (4, 12-hour day shifts, followed by 4 days off).

Responsibilities:

- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures.
- Receiving calls from employees reporting absences due to personal injury or illness.
- Gathering necessary documentation and information from employees and healthcare providers to verify the need for time off due to personal injury or illness.
- Liaising between employees, supervisors, Disability Management Supervisor, and Sun Life, to ensure clear and timely communication regarding disability-related absences.
- Ensuring that all procedures and documentation comply with absence reporting procedure, attendance management policy, and ESA legislated leaves.
- Managing individual cases of disability-related absences, including tracking the duration of absences, regular communication with employees, coordinating return-to-work plans, and facilitating accommodations as needed.
- Assist in disability management claims and the temporary accommodation process.
- Maintaining accurate records of disability-related absences, including documentation of communication, and any accommodations provided.

- Responsible for accurate absenteeism data reporting in the HR Absenteeism dashboard, maintaining the Absence Reporting app after deployment, and absenteeism metrics.
- Administer the Attendance Management Review Program and provide guidance to supervisors. Record employees on the AMRP in People Central.
- Connecting employees with additional support services or resources, such as the employee assistance program, employee benefits, Maple, and mental health resources to facilitate their return to work.

Qualifications:

- Degree or Diploma in Human Resources, Business, or a related field, or a relevant combination of schooling and experience
- 1-2 years of experience in claims and disability management would be an asset.
- Solid understanding of applicable employment and benefit laws and legislation
- Strong digital literacy, especially in the Microsoft Office Suite®
- PowerBI knowledge is considered an asset
- Experience working in a human resources capacity would be an asset

Why Join Us?

At Teck, we offer more than just a job – we provide a pathway to personal and professional enrichment. With captivating projects set against stunning backdrops, a culture of inclusivity and collaboration, and boundless opportunities to learn and grow, joining us means embracing a fulfilling and dynamic career adventure.

Enjoy a variety of recreational opportunities, such as hiking, skiing, fishing, and golf! The mine site is a 50-minute drive from Kamloops, B.C. which provides all of the comforts of city living. The mine site is also close to Merritt, Ashcroft, and Logan Lake, which all exude a small town community atmosphere.

Teck employees receive access to our total rewards program and comprehensive benefits package that promote physical, mental, financial, and emotional well-being. This includes but is not limited to:

- Annual Performance Bonus
- Profit Share Plan
- Health Spending Account
- Personal Spending Account
- Extended Health Care
- Dental and Vision Care
- Employer Paid Pension Plan
- Life Insurance and Disability Coverage
- Paid Sick Leave, Vacation and Holidays
- Virtual Telemedicine and additional support for overall well-being
- Employee and Family Assistance Program (EFAP)

Salary Range: \$81,500 - \$101,000

The actual base salary offered is determined based on the successful candidate's relevant experience, skills, and competencies and considers internal equity.