

HR Administrative Assistant
Teck Highland Valley Copper
Posting Date: May 21, 2024

Closing Date: May 11, 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, Operational HR, the HR Administrative Assistant will be responsible for providing administrative assistance and support to the Operational and Support HR teams.

To be successful in this role, the ideal candidate will have outstanding problem solving, interpersonal and communication skills, be comfortable with public speaking, organized, have exceptional attention to detail, can work with integrity to professionally manage confidential material, work independently, as well as collaborate with a team, and is able to prioritize contending demands in a fast-paced environment.

Responsibilities:

- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures
- Assume responsibility for timely and accurate payment of all invoices
- Update and maintain accurate and current HR related policies
- Assist in the preparation and distribution of weekly & monthly reports
- Respond to all requests for employment letters, document requests from ICBC Lawyers, etc.
- Perform administrative HR transactions within Maximo
- Organize and schedule meetings (on and off site) as required
- Track Union Leave of Absence requests and ensure accurate usage of the Union training bank
- Manage, maintain and analyze a weekly HR priority tracker
- Accurately track probationary report progress and advise Op HR Team if below average performance occurs
- Maintain a physical filing system while exploring the potential to implement a digital filing system
- Perform other related duties as required

Qualifications

- Degree, Diploma or Certificate in Human Resources would be an asset
- 2-3 years of experience working in an office environment
- Strong proficiency in Microsoft Office Suite® including Word and Excel
- Ability to work as a member of a team as well as the confidence to work independently
- Good written and verbal communication skills as well as excellent organization and time management skills
- Ability to maintain strict confidentiality, ensuring compliance with Teck's Code of Ethics

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: \$65,000 - \$81,000