

Human Resources Coordinator, Contracting Out
Teck Highland Valley Copper
Posting Date: May 21, 2024

Closing Date: June 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 Lead Advisor, Operational HR, the Contracting Out Coordinator will be responsible for the administration of contracting out and the contracting out incident database relative to the language in the Collective Bargaining Agreement.

We are looking for a detail-oriented Contracting Out Coordinator with a passion for creating a fair, positive working environment and assisting with the facilitation of communication between bargaining agents and supervision. The ideal candidate will exhibit a passion for finding innovative ways to resolve disputes while achieving resolutions that support business needs.

Responsibilities:

- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures
- Oversees the administrative tasks of the contracting out incident (COI) database.
- Schedule, participate in and follow up on recommendations from 30-day notice meetings
- Organize, schedule and participate in Stage 2 and Stage 3 contracting out grievance meetings
- Manage and accurately maintain the contracting out portion of the HR tracking system
- Support scheduling of the joint contracting out training
- Actively support the scheduling of and preparation for the joint Contracting Out Committee (JCOC) (i.e. attend and take meeting minutes / support follow up and action items)
- Support procurement in getting Avetta union / non-union status up to par
- Review and organize digital and paper files related to 30-day notice meetings, JCOC, and grievances related to contracting out
- Perform other related duties as assigned

Qualifications:

- Degree, Diploma or Certificate in Human Resources would be an asset
- 2-3 years of experience working in Human Resources
- Strong proficiency in Microsoft Office Suite® including Word and Excel
- Experience in or working knowledge of applicable employment law and legislation

- Experience working with HRIS is considered an asset
- Previous experience in or exposure to working in a unionized environment considered an asset
- Excellent written and verbal communication skills.
- Exceptional relationship building skills
- Ability to operate with very high levels of integrity and confidentiality
- Professional HR designation such as CPHR, or working towards this designation, considered 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