

HR Coordinator, Pension & Benefits (12-month contract)
Teck Highland Valley Copper
Posting Date: Friday, February 24th, 2023

Closing Date: XXXX

Are you passionate about people? Join our Human Resources team today!

Reporting to the Lead – HR Support, the HR Coordinator, Pension & Benefits is responsible for the administrative, analytical and confidential functions pertaining to the pensions and benefits administration process for hourly and staff employees.

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

Join us in the Highland Valley and 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. We are also close to Merritt, Ashcroft, and Logan Lake, which all exude a small town community atmosphere.

Responsibilities:

- Be a Courageous Safety Leader; adhere to and sponsor safety rules and procedures;
- Provide assistance and support to employees for benefits administration:
 - communicate and educate on benefit coverage;
 - coordinate and administer benefit changes;
 - create reports;
 - respond to benefit claim questions and liaise with insurance carriers;
 - manage data interface with third party benefit provider;
 - administer pension plans;
 - maintain accurate, up to date personnel files and records;
- Fax, photocopy, scan, and file correspondence;
- Maintain and enter data to the Human Resource Information System (HRIS);
- Manage various projects with minimal supervision;
- Maintain extensive filing systems (both paper and electronic) to ensure quick access to employee information;
- Maintain strict confidentiality ensuring compliance with the “Provincial Personal Information Protection Act” and the “Company Personal Information Protection Policy.”

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
- Experience working with HRIS is considered an asset
- Experience working in a unionized environment considered an asset

- Ability to maintain strict confidentiality, ensuring compliance with Teck's Code of Ethics
- Good written and verbal communication skills as well as excellent organization and time management skills

At Teck, we value diversity. Our teams work collaboratively and respect each person's unique perspective and contribution.

Qualified applicants interested in joining a dynamic team are encouraged to submit a resume and cover letter electronically.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal and zinc, as well as investments in energy assets.

Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TECK.A and TECK.B and the New York Stock Exchange under the symbol TECK.

The pursuit of sustainability guides Teck's approach to business. Teck is building partnerships and capacity to confront sustainability challenges within the regions in which it operates and at the global level. In 2021, Teck was named to the Dow Jones Sustainability World Index (DJSI) for the 12th consecutive year, indicating that Teck's sustainability practices rank in the top 10 per cent of the world's 2,500 largest public companies in the S&P Global Broad Market Index.

Learn more about Teck at www.teck.com or follow [@TeckResources](https://twitter.com/TeckResources).