



**Recruiting Coordinator  
Teck Highland Valley Copper  
Posting Date: XXXX 2022**

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**Closing Date:** XXXX 2022

Are you passionate about people? Join our Recruiting team today!

Reporting to the Lead – HR Support, the Recruiting Coordinator is responsible for working with our Human Resources teams to support hiring initiatives.

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 and environmental rules and procedures
- Utilize the full recruitment lifecycle to ensure the highest quality of candidates are placed
- Build and maintain strong working relationships with Hiring Managers and External Indigenous Governments
- Maintain computer-based applicant tracking system and tools
- Assist with high level sourcing strategies, including Search Engine Marketing, print, online, social media, coordination of career fairs, and industry events
- Ensure recruitment activities are carried out in compliance with Canadian law

**Qualifications**

- Degree in Human Resources, Business, or other related field
- Three – five years demonstrated ability in a recruitment role in an industrial environment
- Strong digital literacy and proficient in the Microsoft Office Suite®
- Outstanding written and verbal communication skills as well as excellent organization and time management skills

**Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement. We will do our best to accommodate those who are unable to be vaccinated.**



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](http://www.teck.com) or follow [@TeckResources](https://twitter.com/TeckResources).