






## HR Generalist

-  **Location:** True North Mine, Bissett, Manitoba — Site-Based / Camp-Based
-  **Job Type:** Full-Time, Permanent
-  **Company:** 1911 Gold Corporation
-  **Schedule:** 14 days on / 14 days off
-  **Work Location Note:** This position is based at the True North Mine site in Bissett, Manitoba. Travel to site is required. Camp accommodations and meals are provided during scheduled work rotations, as applicable.

## Position Overview

1911 Gold Corporation is seeking an HR Generalist to support human resources functions at the True North Mine in Bissett, Manitoba.

Reporting to the HR Manager, the HR Generalist will support day-to-day HR operations, high-volume recruitment, onboarding, employee relations, leave management, employee file management, and general HR administration. This role is highly administrative at this stage of the operation and requires someone who is strong with document creation, templates, forms, tracking tools, file organization, and accurate employee records. The successful candidate will play a key role in supporting recruitment and onboarding during operational ramp-up, maintaining accurate HR records, coordinating employee lifecycle processes, and assisting with routine employee relations and performance management matters. This position requires strong communication, confidentiality, attention to detail, excellent document and file management skills, knowledge of HR compliance requirements, and the ability to work in a fast-paced site-based environment.

## Key Responsibilities

### Recruitment & Onboarding

- Support job description creation and updates in coordination with the HR Manager and department managers
- Assist with job postings, resume screening, interview scheduling, and candidate communication
- Support interview coordination, interview questions, and scorecard processes
- Complete or assist with reference checks and pre-employment requirements
- Prepare or support offer letters and onboarding documentation

- Coordinate new hire onboarding plans and ensure required documents are completed before site arrival
- Support site-specific onboarding requirements, including orientation coordination, forms, tickets, and employee documentation

### **HR Operations & Employee Lifecycle**

- Support HR orientation and employee onboarding, including policies, benefits, payroll forms, expectations, and systems access
- Maintain accurate, organized, complete, and confidential employee files and HR records
- Ensure employee documentation is filed and maintained in accordance with company standards and applicable requirements
- Track probationary periods and coordinate manager feedback
- Prepare and process payroll change forms and employee status updates
- Support benefits administration and respond to general employee questions
- Assist with vacation, sick leave, leave of absence, maternity/parental leave, and return-to-work documentation
- Support HR compliance by maintaining accurate records and assisting with documentation related to Manitoba employment standards and company policies

### **Employee Relations & Performance Support**

- Provide support for routine employee questions and concerns
- Assist managers and employees with HR processes, policies, and documentation
- Support progressive discipline documentation and performance management processes under HR Manager direction
- Escalate serious employee relations matters, investigations, terminations, accommodations, or high-risk concerns to the HR Manager
- Maintain confidentiality and professionalism when handling sensitive employee information
- Support consistent application of company policies and applicable Manitoba employment legislation

### **Site, Camp & Cross-Functional Support**

- Work closely with department managers to support workforce planning, staffing needs, and employee movement
- Coordinate with camp and site teams as needed to support employee arrivals, onboarding, and site readiness
- Support HR-related communication between employees, site leadership, payroll/finance, and department managers
- Assist with HR reporting, tracking, filing, and process improvements
- Support HR workflow, documentation, and administrative requirements during busy operational periods

# Qualifications

## Education

- Post-secondary education in Human Resources, Business Administration, or a related field preferred
- A combination of relevant education and experience may be considered
- CPHR designation or working toward designation considered an asset

## Experience

- 2–5 years of experience in human resources, recruitment, employee relations, or HR administration preferred
- Experience in mining, construction, industrial, remote site, or camp-based environments is required
- Experience supporting high-volume, end-to-end recruitment, preferably during an operational ramp-up or growth phase
- Strong experience with recruitment coordination, onboarding, employee documentation, HR filing systems, and employee lifecycle processes
- Demonstrated experience creating, updating, and maintaining HR documents, templates, forms, trackers, letters, and employee records
- Experience interpreting and applying company policies and employment legislation considered an asset

## Knowledge, Skills & Abilities

- Strong administrative skills, with the ability to create clear, accurate, and professional HR documents, templates, forms, and tracking tools
- Excellent file management and organizational skills, with the ability to maintain accurate, complete, and confidential employee records
- High attention to detail and accuracy in documentation, recordkeeping, filing, and follow-up
- Strong understanding of general HR practices, employee lifecycle processes, and confidentiality requirements
- Ability to support high-volume recruitment and onboarding in a fast-paced site-based environment
- Knowledge of Manitoba employment legislation, employment standards, and HR compliance requirements considered an asset
- Strong written and verbal communication skills
- Strong computer skills, including Microsoft Office, with confidence creating and working with documents, spreadsheets, templates, and trackers
- Ability to build professional relationships with employees, supervisors, and managers
- Ability to prioritize competing demands and deadlines in a fast-paced operational environment
- Ability to handle sensitive situations with professionalism, discretion, and sound judgment

- Commitment to safety, respect, confidentiality, and company procedures

## **Working Conditions**

- Site-based / camp-based role at a remote mining operation
- 14 days on / 14 days off rotation
- Travel to and from site is required
- Camp accommodations and meals are provided during scheduled rotations, as applicable
- Collaborative work environment supporting operations, employees, and site leadership

## **Teamwork, Culture & Growth Mindset**

- Contribute to a respectful, professional, and collaborative team environment
- Demonstrate a strong commitment to safety, confidentiality, and operational excellence
- Support continuous improvement within HR processes, filing systems, documentation, and employee support systems
- Adapt to changing operational priorities with professionalism and a solutions-focused mindset
- Promote fair, consistent, and respectful HR practices across the site

## **Perks & Benefits**

### **Work-Life Balance**

- 14 days on / 14 days off rotation
- Camp accommodations and meals provided during scheduled rotations, as applicable

### **Competitive Compensation**

- Competitive salary based on experience
- Vacation and benefits package

### **Career Development**

- Opportunity to support HR operations in a growing mining environment
- Work alongside experienced HR, operations, camp, and site leadership teams
- Opportunity to contribute to building HR systems, processes, filing structures, and employee programs as the operation grows

## **Equity, Diversity & Inclusion**

1911 Gold Corporation is committed to fostering an inclusive, respectful, and diverse workplace. Accommodations are available upon request throughout the recruitment process.

Please submit your resume and cover letter to: [careers@1911gold.com](mailto:careers@1911gold.com)