



## **Position: HR Coordinator**

## **Location: Eagle Mine, Upper Peninsula, Michigan, USA**

### **General Description:**

Responsible for providing coordination and support in the areas of recruitment, training, new employee induction and office coordination.

### **Key Responsibilities:**

- Coordinate recruitment, interviewing and hiring processes
- Coordinate pre-employment activities, new employee onboarding and orientation
- Assist with updating role descriptions, ADA and physical requirements paperwork
- Process HR MOC forms as required
- Prepare reports as required
- Other duties as assigned

### **Education, qualifications and experience:**

- HS Diploma or equivalent required
- 3 years' experience with recruiting and interviewing preferred
- Demonstrated experience using Microsoft Office Suite required and Visio preferred
- Communications skills necessary to effectively interact with employees at all levels of the organization as well as external customers; and develop programs, procedures and systems that are usable and understandable in the workplace.
- Demonstrated ability working with frequent interruptions and changes in priorities
- Experience with HRIS and enterprise software preferred

### **Key Personal Competencies:**

- Action oriented and produces results – tasks are accomplished within required timeframes
- Leadership – accepts responsibility and accountability
- Integrity and trust – operates by personally defined set of ethics and values
- Decision making – correct, appropriate, timely, based on sound judgment, business sense and technical data
- Communications – clear, concise, objective, well organized, is an active listener
- Technical excellence, analysis, problem solving – subject matter expert, researches/support proper solutions
- Ingenuity and resourcefulness – utilizes resources effectively and efficiently, thinks outside the box
- Organized – activities are logically and appropriately prepared, coordinated and conducted
- Planning and scheduling – work is planned properly, scheduled effectively, and accomplished efficiently
- Quality – output meets/exceeds standards, is accurate and complete
- Team work – works collaboratively focusing on team needs, provides recognition, is open and supportive
- Flexibility – accepts change and is open to and supportive of innovative ideas and methods

### **HSEC Accountabilities:**

Everyone in the workplace is responsible for his or her own safety and for the safety of their co-workers. Employees are responsible for performing all tasks in accordance with relevant HSEC Site Procedures, so as to work safely and keep the workplace safe. Lundin Mining Company is responsible for determining steps required to ensure health and safety of all employees, protection of the environment, and the community. Specifically, all employees must:

- Accept personal responsibility for HSEC
- Identify hazards, unsafe actions, and conditions that could result in damage to property, injury, impacts to the environment, and the community
- Obey any instruction issued to protect their own personal health and safety, and the health and safety of others, protection of the environment and the community.
- Report, as soon as practicable to their Manager any situations where HSEC requirements are not being conformed to within their work area
- Avoid endangerment to any other person through any act or omission

- Only use equipment you are trained to use and operate the equipment in a way that is safe, protects the environment and doesn't cause undue community impacts.
- Participate in HSEC training provided to them
- Report all incidents; including but not limited to injuries, near miss, community interactions and impacts, environmental impacts, spills, unsafe work practices, etc.

To apply, or to find out more about this role please submit your resume, referencing "HR Coordinator" to: [EagleRecruiting@lundinmining.com](mailto:EagleRecruiting@lundinmining.com).