

# SCOTIA MINE

October 2022

## ADMINISTRATIVE ASSISTANT

---

### POSITION DESCRIPTION

Position: Administrative Assistant

Location: Scotia Mine, Cooks Brook, Nova Scotia, Canada

### Background

The Scotia Mine is located 62 kilometres northeast of Halifax, Nova Scotia, in the Halifax Regional Municipality. Year-round access to the mine is by paved highway roads and is approximately 15 kilometres off the Nova Scotia provincial highway along Route #224. The Scotia Mine is a permitted Zinc, Lead and Gypsum mine and mill which are owned by a wholly owned subsidiary of EDM Resources Inc.

### The Opportunity

Based at the mine site and reporting to the General Manager, the Administrative Assistant will be providing primarily administrative and human resources support to the Administration Department of the Company, including assisting in the day-to-day tasks of the department. The position requires a broad understanding of all Administration and Human Resources functions. To be successful in this role, a candidate must be organized, and detail oriented, with strong communication and interpersonal skills, who can build relationships in a team and with people of varying backgrounds, but who can also work independently with minimal supervision when required.

### Key Responsibilities

- Coordinate the activities of the Administration and Human Resources departments
- Provide timely analysis to support department or business unit improvements
- Lead role in developing & implementing site specific employee programs, policies, and procedures with appropriate documentation (i.e., talent acquisition, disciplinary procedures, performance reviews, training & development etc.)
- Lead role in developing company employee handbook
- Stay up to date on all provincial and federal legislation with respect to human resources
- Develop and maintain positive working relationships with external stakeholders
- Complete administrative tasks in a proactive and expeditious manner
- Take the lead in talent acquisition for all departments including developing job descriptions, job postings and participating in the interviewing process
- Conduct independent investigations as a result of alleged misconduct or HR violations. Interview employees, write investigation report and recommend disciplinary action, as per the Company's policies, to the business leaders
- Keep all employee files current and up to date with all relevant information

Scotia Mine Limited

#15601 Highway 224, Cooks Brook, Nova Scotia, B0N 2H0, Canada

- Provide support to facilitate operational compliance with both organizational and government standards, regulations through:
  - Participation in Audit processes; and
  - Continual monitoring and review to engage in operational practices that are both legal and ethical

### **Principal Accountabilities**

- Monitor actual versus desired Admin & HR performance outcomes on a daily basis
- Deliver site specific statistics on a monthly basis via reporting
- Deliver expected standards and maintain management systems and records on site to support the business
- Consistently deliver planned levels of performance in administration related activities
- Act as representative, when relevant, and act in the company's best interest in dealings with Contractors, the Federal and Provincial Government, Landowners, and the Community

### **Professional Experience/ Qualifications**

- University degree or diploma in Administration or Human Resources or a related discipline
- A minimum of 3 years employment experience in position related to Administration or Human Resources
- Previous experience in the resource sector, in particular, an open pit mining environment, is considered an asset
- Previous Health & Safety experience in the resource sector
- Comprehensive knowledge the Nova Scotia Department of Labour standards and regulations
- Strong Microsoft Office Skills (Excel, Word, Power Point, etc.)
- Demonstrated ability to contribute and work effectively in a group and as a team leader
- Demonstrated ability to work independently and carry out tasks with minimal supervision
- Demonstrated ability to address and communicate to large groups (presentations, employee meetings)
- Self-motivated with a commitment to continuous improvement
- Provides current, direct, complete, positive and corrective feedback to others in a prompt and efficient manner.
- Time management expertise
- Strong interpersonal, verbal, and written communication skills
- Ability to problem solve and show resourcefulness

This is a **full-time position** with a competitive compensation and benefits package.

If you would like to join our team, please send a resume and cover letter in a single PDF document, to:

Human Resources  
 The Scotia Mine – Scotia Mine Limited  
 #15601 Highway 224, Cooks Brook  
 Nova Scotia, B0N 2H0, Canada  
 E-mail: HR@scotiamine.ca

We sincerely thank all applicants who express an interest in this role: only those being directly considered will be contacted. Please note this posting is for Canadian residents only and preference will be given to Nova Scotians and those already in Atlantic Canada.