



POSITION DESCRIPTION

Vice President Human Resources

Artemis Gold Inc., listed on the TSX Venture exchange, is a well-financed, growth-oriented gold development company with strong financials aimed at creating shareholder value through the identification, acquisition, and development of gold properties in mining friendly jurisdictions. Our current project is the recently acquired Blackwater Gold Project in central British Columbia approximately 160km southwest of Prince George and 450km northeast of Vancouver.

This is an excellent opportunity for you to join an entrepreneurial organization with a depth of experience that is focused on technical excellence without the bureaucracy of larger firms. You will have the ability to make a significant contribution to shaping the Human Resources function. Blackwater is an advanced-stage mine development project which received its environmental assessment approvals in 2019 and is proceeding towards permitting, with the goal of commencing construction in 2022.

Location of Position

The role is based in the Vancouver office with some travel to the Black Water Project site:

Scope of Responsibilities

The responsibilities for this role include, but are not limited to the following:

- Be a safety leader
- Lead recruitment efforts for the organization
- Ensure processes are in place for hire, onboarding (benefits, site orientation, payroll, etc.)
- Partner with people managers to resolve employee relations issues or discipline issues
- Maintain an up-to-date copy of company policies and ensure changes are communicated
- Liaise with Indigenous communities and create positive relationships to enable recruitment activities
- Advise people managers on the requirements of the applicable labour standards
- Develop training programs as required
- Coordinate with department heads to ensure staffing requirements are understood and planned for, including adequate planning for expansion project staffing
- Resolve employee issues regarding pay, benefits, leaves of absence etc.
- Coordinate with the health and safety team to ensure employees receive required training as part of onboarding
- Keep abreast of current trends and best practices related to HR and this knowledge to support process improvements
- Assist with the design of custom and ad-hoc reports to support fact-based decision making
- Design and generate corporate reports and analytics

- Develop and effective approach to managing, monitoring and measuring the performance of the Human Resources processes and procedures.
- Think conceptually and strategically to support company growth and development while maintaining a practical, sustainable, creative and results-driven approach.
- Drive a culture of continuous learning, development and employee engagement
- Recruit and develop the HR team
- Develop and manage the HR budget
- Develop and lead annual performance management and talent review
- Facilitate succession planning for the company
- Develop and lead the annual compensation review
- Participate in the select compensation surveys
- Ensure up to date compensation stats are available.

QUALIFICATIONS & SKILLS

- A University degree in Business or Human Resources or related discipline.
- Minimum of fifteen (15) year's experience in the mining industry (preferably open pit) with 10 years in increasingly progressive leadership roles.
- Chartered Professional in Human Resources (CPHR) through the Human Resources Professionals Association an asset.
- Previous experience with precious metals mines/projects an asset.
- Experience working with Board of Directors.
- Experience in Mine site health & safety with a strong commitment to the safety agenda in the workplace.
- Experience leading and integrating cross-functional teams, strategies, and plans to achieve business success.
- Proficiency in computers utilizing software such as Microsoft Word, Excel and Power Point.
- Excellent communication, report writing, and presentation skills.
- Demonstrated leadership and team building skills.
- Ability to interface well at all levels, with senior management and at the Board of Directors level. Demonstrated strong interpersonal and influencing skills with all levels of management; effective at developing strong credibility and working relationships
- Self-starter who can work autonomously, and alternatively thrives in a group dependent and interactive task environment.

How to Apply:

We ask that qualified candidates submit their resumes to hr@artemisgoldinc.com. We are an equal opportunity employer committed to equal employment opportunity without discrimination or harassment on the basis of race, religion, national origin, status, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, or any other basis protected by law. We strongly encourage applications from Indigenous People. We would like to thank all of those who apply; however only those selected for an interview will be notified.