

**Human Resources Generalist  
Competition # MG0009****Closing Date:  
Friday August 6th, 2021**

Marathon Gold Corporation (“Marathon” or the “Company”) is engaged in the exploration and development of the Valentine Gold Project (the “Project”) located in the central region of Newfoundland and Labrador. The Project is currently undergoing an environmental assessment with a view to construction commencing in early 2022 and first gold production in 2023. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province.

Marathon is a public corporation (TSX:MOZ) headquartered in Toronto, Ontario with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at [www.marathon-gold.com](http://www.marathon-gold.com)

Marathon is currently inviting applications for a Human Resources Generalist to join our growing team as the company transitions to mine construction and ultimately mine operations.

**Job Description**

Reporting to the Manager, Human Resources, the Human Resources Generalist position is key in supporting the Valentine Gold Project and operations with a focus on the recruitment function, developing and implementing policies, procedures, and programs, and providing consultation and guidance on all human resources initiatives.

This position will work Monday to Friday from the Grand Falls-Windsor office with ad-hoc travel to the project site.

**Accountabilities/Responsibilities:**

- Human resources point of contact within the business for all HR related matters.
- Build relationships with the clients while becoming a business ally, a driver and facilitator of change and translating business needs into HR strategies.
- Provide advice, guidance and creative solutions to leaders on all HR related issues such as policy interpretation, staff development, performance management and employee engagement.

- Coach and influence leaders by proactively partnering on organizational issues.
- Consult with the HR manager in areas of complexity.
- Develop relationships with and communicate effectively with stakeholders.
- Deliver talent management and organizational design support required to meet immediate and future organizational needs.
- Drive and lead the roll out of HR initiatives within the organization.
- Identify areas where HR alignment or influence is required and enlist support from the HR Manager where necessary.
- Drive and facilitate change throughout the organization which may include implementation of strategy, projects or initiatives.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Lead the recruitment and selection process for the organization
- Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handle employment-related inquiries from applicants, employees, and supervisors.
- Perform other duties as assigned.

**Experience & Qualifications**

- An undergraduate degree in Human Resources, Business or Commerce.
- CHRP or Masters is considered an asset.
- 5+ years’ experience in a similar role.
- Project related experience is considered an asset.
- Experience in an operational or industrial environment is considered an asset.

**Skills and Knowledge:**

- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Expert knowledge of legislation such as but not limited to the Labour Relations Act, Human Rights Act, 2010 etc.
- Excellent interpersonal and communication skills (both written and verbal).
- Strong computer skills, proficient in MS Office applications.
- Ability to exercise appropriate levels of discretion and confidentiality.

- Time management and multi-tasking skills.
- Strong leadership abilities are considered an asset.
- SAP experience is considered asset.
- A valid driver's license and driver's abstract required.

Marathon is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees.

Marathon reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Marathon will review all applications; however, we will only contact those candidates who best fit the requirements.

Interested applicants are encouraged to submit their application via email to [careers@marathon-gold.com](mailto:careers@marathon-gold.com) referencing competition # MG0009.

**Deadline to apply:** Friday August 6th, 2021