

HR Generalist

ABOUT THIESS

Thiess, originating in Australia in 1933, is now a \$4 billion global organization focusing on sustainable resource solutions, including mining services, land reclamation, and engineering consulting. With 12,000 employees, we are committed to creating lasting value for our clients and leading the way toward a more sustainable future. We are a movement spearheading a journey towards a more sustainable future, and North America is a crucial part of it. Our unique business approach to contract mining currently makes our services available in the United States and Canada. In the US, we operate in Salt Lake City, Utah, Colorado, and the Intermountain West region. In Canada, our services are available in Sudbury, Greater Ontario, and the Northern Ontario region. We are also expanding to other states and areas in both countries. Please get to know us better by watching the following videos about [Our Purpose](#) and [Our Values!](#)

ROLE OVERVIEW

The People and Capabilities (HR) Generalist will support the business unit for Thiess Mining Canada Ltd. This position is an integral part of key People & Capability processes in the areas of learning & development, compensation & benefits, employee relations, recruitment, onboarding, training, the local HRIS management and continuous improvement. They will perform a range of administrative, analytical and critical thinking tasks with professionalism, accuracy and with excellent communication and people skills.

KEY RESPONSIBILITIES

- Manage the full-cycle recruitment process for all roles within the Project, including job requisition, job postings, scheduling and performing interviews, facilitating the conditional screening process, drafting, preparing and extending documentation to successful candidates
- Act as Vale recruiter to screen, interview and hire seconded employees by drafting and extending the relevant documentation
- Liaise with Vale as key recruitment contact at Thiess
- Identify and source qualified candidates through various channels, including job boards, social networks, and referrals
- Establish strong relationships and partner with hiring managers to understand hiring needs, and develop recruitment strategies
- Develop and maintain job descriptions and postings for every position
- Manage and update locker assignments for employees, including secondees and sub-contractors
- Build and maintain relationships with recruiting vendors, universities and other talent organizations as needed
- Plan, organize as well as attend job fairs (frequently on weekends)
- Conduct reference checks
- Develop and implement onboarding process including performing all onboarding efforts effectively communicating with hiring managers and new hires throughout the onboarding experience
- Meet with new employee's manager prior to onboarding to determine training plan and requirements
- Schedule meetings with pertinent stakeholders for new employee as required
- Supporting compliance of applicable legislation and regulations as it pertains to employment action and policy creation
- Schedule site and building tour with HSE rep for new employees
- Monitor progress of employee's backcheck and regularly communicate with them
- Liase with Vale's HR coordinators to ensure progress of seconded employees' pre-employment requirements.
- Liase with Project Administrator and IT department to ensure employees receive their welcome swag, necessary electronic devices and IT access
- Greet and guide employees on their first day
- Work with training department to enroll new employees on necessary training
- Cover for Training Supervisor on weekend and weekdays during absence (not full scope of position)

- Conduct training gap analysis to identify employee training needs
- Track training data, sign off documents, and completion of required VOCs, coordinating training records and compliance on the Learning Management System
- Liaise with Production Superintendent to determine seconded employees' start date and crew assignment
- Create LAAMP profiles for new employees and contractors
- Point-of-contact for any HR-related questions regarding benefits, policies, payroll, programs, etc
- Manage and administer benefits and RRSP plan, including enrollments, changes, terminations, etc
- Process terminations and assist with offboarding
- Requisition and pick up various items to support employee recognition/job fairs, other events
- Support employees enrollment to Canada Life and Wealth Simple and troubleshoot issues as they arise
- Maintain employee records, staff files, and other HR documents
- Liaise with Rippling, Mercer and Canada Life reps to discuss company needs and request changes
- Update/Create/Troubleshoot various issues or policies/workflows in Rippling requirements, including but not limited to, updating existing template documents/create new templates to ensure accurate information is provided to our new hires, Rippling signatory information and set up, automatic email communication sent by Rippling to new hires and hiring managers, etc
- Support positive employee relations on a day to day basis by assisting with general inquiries and requests for assistance from employees
- Trained as back up for payroll processing (assist with the manual manipulation/input and approval of the payroll process)
- Support to People and Capabilities Superintendent for labour relations issues, including but not limited, to scheduling Secondary Resolution meetings, distributing grievance responses, etc
- Support/coordinate Vale Peer Trainer process as per Vale's standardized process; assist with communication and documentation of same
- Handle sensitive subject matter with utmost integrity, discretion, and confidentiality
- Assist in the preparation of HR reports and analytics
- Performs other related duties as assigned

DESIRED SKILLS

- Proficient with Microsoft Office Suite
- Experience in mining, construction, technology, or energy preferred
- Comfortable having corrective action conversations on your own, but know when to ask for support
- Manage and organize work to meet timelines and to meet the attention of detail required to successfully complete assignments
- Strong understanding of employment laws and regulations
- Ability to interact with all levels of the organization, including upper management.
- Demonstrate sound knowledge of HR principles
- Ability to handle multiple tasks simultaneously.
- Demonstrated ability to identify, analyze and utilize data such as employee and other HR metrics
- Authorization to work lawfully in Canada without sponsorship from Thiess is required
- Must be fluent in the English language

EDUCATION

- CHRP or CHRL certification preferred
- Associate or bachelor's degree preferred, experience in lieu of degree will be considered

ADDITIONAL INFORMATION

- Based out of the Stobie Open Pit Mine in Sudbury, Ontario, Canada

WHAT WE OFFER

- A work culture that follows our company values of integrity, accountability, and innovation, all underpinned by safety
- Flexible working arrangements (Office-First Hybrid Working Model)
- A permanent position working directly for Thiess, the world's largest mining services provider
- A competitive base salary reflective of your skills and experience with annual bonuses
- Comprehensive medical benefits including private health insurance
- RRSP retirement savings benefit with employer matching contributions
- Career development and opportunities domestic within Canada, and potentially international
- Leave for all of life's reasons

Thiess is committed to fostering a diverse, equitable, inclusive and anti-racist workplace culture where all employees are valued, respected, and empowered to contribute their unique perspectives and talents. We recognize that diversity and inclusion are essential to our success and are committed to creating an environment where everyone thrives and is protected from harm.

Thiess is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. Thiess is committed to creating a respectful, inclusive and barrier-free workplace that allows all of our people to reach their full potential. Thiess will engage in reasonable workplace accommodation, short of undue hardship, for any successful candidate who has a documented exemption under the Ontario Human Rights Code.

Thiess offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by Thiess regarding a job opportunity, please advise prior to the interview if you require accommodation. We welcome all qualified candidates to apply and hope you will choose Thiess as your employer of choice.

We thank all applicants however only those selected for an interview will be contacted.

Application deadline: June 3, 2025