



JOB GOALS

- Participate in the internal recruitment process
- Responsible for induction of new employees (including benefits enrollment)
- Provide support to employees for work relations related situations and non-work-related issues
- Ensure human resources actions follow company policies, procedures, laws, and regulations
- Participate in community liaison activities
- Provide customer service to employees regarding questions and requests

SKILLS THAT PLAY A PART

- Customer service
- Organization
- Interpersonal skills, able to work in a team
- Strong knowledge of Microsoft Office software
- Communication in English (oral and written)
- Benefits organization, orienting employees

EDUCATION AND TRAINING NEEDED

- 2-5 years of experience in administration-related work
- Experience in mining and/or human resources an asset



OLIVIA TAGALIK

Human Resources Agent

MEADOWBANK, AGNICO EAGLE

Olivia is a Human Resources Agent at Meadowbank. The human resources agent position includes providing support to supervisors and employees at the mine.

Olivia's experience prior to joining the Agnico Eagle team included working as a community mining advisor for the Government of Nunavut, a position she left to become a recreational coordinator at Meadowbank.

As part of her current position with the company, Olivia particularly enjoys working with people. She feels as though her job allows her to really make a difference in people's lives. Olivia believes her role and her work plays a big part in improving the lives of her co-workers not only when they are at work but also when they are off shift as well.