



## About Marathon Gold

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. Early works started in October 2022 and construction commenced January 2023 with the first gold production at first quarter of 2025. 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 Business Partner to join our growing team as the company transitions to mine construction and ultimately mine operations.

## Human Resources Business Partner

Reporting to the Manager, Human Resources, the Human Resources Business Partner 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. As the company continues to grow and evolve, the Human Resources team and associated roles and responsibilities will evolve as well.

### 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.
- Lead the recruitment and selection process for the organization.
- Develop and implement recruitment initiatives.
- 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.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- 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.
- Drive and facilitate change throughout the organization which may include implementation of strategy, projects, or initiatives.
- Perform other duties as assigned.

#### **Education and Experience:**

- An undergraduate degree in Human Resources, Business, or Commerce.
- CHRP or Masters is considered an asset.
- 5+ years' experience in a similar role.
- Previous experience in recruitment, disability management, and/or HRIS is required.
- Project related experience is considered an asset.
- Experience in a remote, 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 an 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.

To apply for this position, please do so by clicking on the following URL link: [HR Business Partner](#)

**Job ID 999**

**Deadline to apply: Sunday, January 21<sup>st</sup>, 2024.**