



SANDFIRE RESOURCES AMERICA

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JOB DESCRIPTION

Job Title:	Communications and Human Resources Intern
Location:	White Sulphur Springs, Montana (USA)
Job Type:	Full-Time
Work Schedule:	M – F with a 40-hour week
Term:	Summer 2023 – Temporary
Reporting:	TBD
Purpose of Role:	The Communications and Human Resource Intern will be assisting the Communications and Human Resource staff with various projects to further develop the department and aid in implementing digital resources, policies, and procedures.
Overview:	<p>This position is based at the Black Butte Copper Project, located 17 miles north of White Sulphur Springs, MT. Operations and development of the Project are owned by Sandfire Resources America, Inc. (“SRA”) and are carried out by its wholly owned U.S. subsidiary, Tintina Montana, Inc. (“TMI”).</p> <p>The Black Butte Copper Project will be a showcase underground copper mine utilizing state-of-the-art technology and best practice management principles to delivery positive returns for shareholders and set a new benchmark in outcomes for all stakeholders.</p> <p>This internship will provide instrumental training and ands on learning opportunities in communications, human resources, and outreach settings for the underground mine development at Black Butte Copper. Interns will have the opportunity to work with all departments for interdisciplinary experiences. There will also be opportunities to volunteer and participate in social activities with the Company.</p>
Job Description:	<p>Working with the Communications and Human Resources Teams to assist in developing and analyzing all aspects of the mine development by following Company financial policies, procedures, and internal controls. In this internship the individual tasks will be to:</p> <ul style="list-style-type: none">• Assist in implementing policies and procedures.• Assist in digitalizing forms and documents.• Integrating technology in paperwork processes.

- Assist in streamlining onboarding and creating an onboarding matrix.
- Be involved in the interviewing, organizing reviews, and organizing resumes.
- Assisting in creating and coordinating a Wellness Program and activities.
- Assisting in STEM camp activities.
- Willing to assist the Administration Team as needed and appropriate.

Responsibilities:

Areas of responsibility include and are not limited to:

- Working with team members to complete project development tasks by the Communications and HR Teams.
- Follow all company procedures and protocols.
- Maintain the company culture of all work practices and protocols.

Qualifications & Experience:

The successful applicant will meet the minimum requirements which include:

- Junior or Senior in college majoring in Communications, Human Resources, or related field would be preferred.
- Strong analytical problem-solving skills.
- Organize and work with large amounts of information efficiently.
- Attention to detail and accuracy.
- Willingness to learn and development new skills and knowledge.

Company Property & Compensation:

For this position, the company will supply the following:

- Laptop.
- PPE (as needed).
- Company housing for the summer internship with all utilities included.
- This internship is paid hourly.