



# SANDFIRE RESOURCES AMERICA

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## ROLE DESCRIPTION

<b>Job Title:</b>	HR Coordinator
<b>Location:</b>	White Sulphur Springs, Montana (USA)
<b>Job Type:</b>	Full-Time
<b>Work Schedule:</b>	M – F 8-hour day shifts
<b>Term:</b>	Permanent
<b>Reporting:</b>	Vice President of Communications and Corporate Secretary, Nancy Schlepp.
<b>Purpose of Role:</b>	To provide human resource support across the Company in staffing processes along with maintaining good Company culture among employees, handling conflicts, and developing and updating Company Policies of Black Butte Copper.
<b>Overview:</b>	<p>This position is centered around 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. and are carried out by its wholly owned U.S. subsidiary, Tintina Montana, Inc.</p> <p>The Black Butte Copper Project will be a showcase underground copper mine utilizing state-of-the-art technology and best practise management principles to delivery positive returns for shareholders and set a new benchmark in outcomes for all stakeholders.</p> <p>This position is responsible for supporting the leadership team of TMI to deliver a showcase underground mine development at Black Butte and work with the Vice President of Communications and Corporate Secretary to grow and enhance the Human Resource Department for the Black Butte Copper Project.</p>
<b>Job Description:</b>	<p>The HR Coordinator is responsible for addressing daily employee relations and human resource activities. The HR Coordinator is the key employee responsible for:</p> <ul style="list-style-type: none"><li>• Hiring, Onboarding, Internal Transfers/Promotions, and Separations.</li><li>• Employee Records, Benefits, and Payroll.</li><li>• Invoices, Insurance, and Property.</li><li>• Requires high interpersonal skills and communication.</li></ul>
<b>Responsibilities:</b>	<p>Areas of responsibility include:</p> <p><u>Hiring, Onboarding, Internal Transfers/Promotions, and Separations</u></p> <ul style="list-style-type: none"><li>• Coordinate and ensure all new positions have a complete requisition form prior to starting the hiring process.</li><li>• Oversee procedures of the recruiting and hiring process.</li><li>• Schedule and be on interview committees for all positions.</li></ul>

- Maintain the resume database including actively working with the career email inbox for potential hires.
- Perform reference checks, background checks, and administer new hire documentation for pre-employment drug screens and physical examinations.
- Managing onboarding of new hires including ensuring paperwork is complete and processed.
- Prepare and update employment records related to hires, internal transfers, promotions, terminations, and reviews.
- Organize employee probation reviews and annual performance reviews.
- Assist in addressing employment relation issues including work complaints, harassment, and any follow-up handling of disciplinary actions.

#### Employee Records, Benefits, and Payroll

- Keep detailed records of job descriptions for all employees.
- Maintain and update employee files including personnel, payroll, and medical paperwork and documentation.
- Manage employee benefits including health, dental, and vision insurance.
- Assist employees in resolving insurance issues and answering questions around insurance.
- Complete insurance enrollments and terminations that lead into potential COBRA coverage options.
- Manage Vacation and Health Leave accruals, processes, and requests.
- Process and ensure all time/day sheets are complete and approved prior to entering information into payroll.
- Prepare and submit payroll as the payroll schedule outlines.
- Help update and maintain the Employee Handbook including implementing and communicating any changes to employees.
- Prepare an HR Monthly Report slide to contribute to the Monthly Report.

#### Invoices, Insurance and Property

- Manage the Company's driver's liability insurance policy with updates and additions/subtractions of employee drivers.
- Manage worker's compensation insurance and information.
- Process approved insurance/benefits invoices and pay bills for all benefits including monthly, quarterly, and annual invoices.
- Maintain Company Property which includes employee and contractor check in/out records, labeling Company Property, and keeping inventory lists current.
- Assist the Housing Coordinator in placing eligible employees in company housing and providing employee information as needed and when appropriate.

#### Office Facilitation

- Assist in preparation of special events.
- Answer the telephone and greet guests.
- Additional tasks and projects assigned by the manager.

**Qualifications & Requirements:**

The successful applicant will meet the minimum requirements which include:

- Passing a company required pre-employment drug and alcohol screening and background check.
- Agree to signing the Employee Handbook.
- Have a valid state issued driver's license and be insurable to operate company vehicles.

Additional requirements for this role:

- Bachelor's degree or comparable training and work experience.
- Effective verbal and written communication skills.
- Proficient Microsoft Office skills.
- Ability to create a culture of diversity, inclusivity, collaboration, and teamwork.
- Ability to problem solve.
- Experience in employee support and benefit navigation.

**Company Property**

For this position, the company will assign and issue the following:

- Laptop.
- Monitor.
- Office key.
- Locking filing cabinet for employee files.