

## Human Resources Intern – 3 Month Contract

---

### Company Overview

---

Talisker Resources Ltd. is a resource company that is engaged in the exploration and development of mineral properties in British Columbia. Our flagship property is the Bralorne Gold Mine located 195 KM northwest of Vancouver near Lillooet. In addition has a large exploration team focused on properties comprising 291,339 hectares over 322 claims, six leases, and 181 crown grant claims in south-western British Columbia. The Company is well funded to advance its aggressive systematic exploration and development program at its projects.

Talisker Resources is led by one of the most experienced and successful exploration and leadership teams and boards in the business. This team has been together since the early 2000s and has a clear vision of what it takes to be successful in resource exploration and development and has the experience and knowledge to execute that vision.

Staff describe the company culture in terms of being a positive, collaborative environment with these commonalities:

- Consists of a really good team of people
- Respectful, flexible, helpful environment
- Friendly environment
- Everyone has a common goal

Talisker is an equal opportunity employer committed to employment equity and they foster a work culture that supports personal and professional development.

### Cultural Fit

---

- Personality plus - kind, caring, respectful, team player
- Someone who is curious and wants to learn
- Not too serious but hard-working, positive, can-do attitude
- Very accepting, open and honest, transparent
- Persistent, patient, flexible, approachable, friendly
- Professional demeanor – high standards and professional integrity
- Is able to work independently when required

## **Position Summary**

---

Talisker Resources is looking for a Human Resources Intern. Reporting to the HR Manager, this position will primarily be responsible with assisting in recruitment, onboarding, general administration and various HR related projects.

The position will be based out of our Corporate Head Office located in downtown Toronto with remote working available.

## **Key Duties and Responsibilities**

---

- Respond to day-to-day general inquiries regarding HR Policies and Procedures and referring issues within the team as appropriate.
- Maintain employee files to ensure they remain current, organized and maintained according to applicable legislation.
- Issue employment confirmation letters as requested.
- Provide support to various HR related projects.
- Provide administrative support to the HR team.
- Process background inquiries according to Company policy including reference, credit and criminal record inquiries.
- Support the Payroll, Training initiatives, and Finance team as required.
- Maintain and manage employee files.
- Provide support on various HR related projects.
- Provide support to other Corporate Departments where required (Finance).

## **Qualifications, Experience, Knowledge and Skill Requirements**

---

- Enrollment in/Recent graduate of a post-secondary degree or diploma in Human Resources, Business Administration, Law or Social Sciences.
- Excellent communication skills, with the ability to maintain a professional approach at all times.
- Logical and analytical, with strong planning and organizational skills.
- High attention to detail, Strong work ethic and customer service oriented.
- Demonstrated ability to manage time and multiple priorities effectively and with conflicting deadlines.
- Mature judgment, strong principles and ability to exercise tact, discretion and diplomacy at all times.
- Advanced computer skills, particularly with MS Office is a prerequisite Proficiency with MS Excel is an asset.

## Application Process

---

Please submit your resume and cover letter citing the title “**HR Intern**” in the subject line to: [Marina.Fracassi@taliskerresources.com](mailto:Marina.Fracassi@taliskerresources.com)