

Human Resources Administrator

New Gold Inc. (NGD:TSX) www.newgold.com is developing one of Canada's emerging large-scale underground block-cave mining operations, the New Afton Copper-Gold Project located 10 km west of Kamloops, BC.

Our employees create a dynamic, supportive team that strive to make a difference in their workplace and are dedicated to making a significant contribution to the development of an exciting, new mining operation – The New Afton Mine.

We are seeking applicants for the role of Human Resources Administrator to join our Human Resources team. Initially, this role will be full-time for approximately 1 year as we ramp-up for production, reducing to part-time as we establish a stable workforce.

The Human Resources Administrator role provides general administrative support to our HR team including personnel record management, document control, database management and other administrative duties as required. This position plays an integral part in our recruitment activities by writing and posting employment advertisements, screening and tracking applications, organizing interviews and administering pre-employment assessments, and providing assistance throughout the selection and hiring process. The successful incumbent will also be responsible for the administration, data entry and processing of our Payroll and Benefits for 200+ employees.

Qualified candidates have a completed a post-secondary diploma in Administration or have an equivalent combination of education and experience. Demonstrated advanced-level competencies using Microsoft Word, Access, Excel, & Outlook is essential. Applicants with 3+ years experience in an HR-related function with significant exposure to recruitment, payroll and benefits administration for an industrial or mining company are desirable.

Preference will be given to candidates that have completed Canadian Payroll Association (CPA) training or are working towards a CPA designation. Previous experience working with a Human Resources Enterprise Resource Planning System (i.e. J.D. Edwards/PeopleSoft, SAP, Microsoft Dynamics or other similar system) is also considered an asset. We are seeking a candidate with a strong orientation to detail, organization and accuracy that has the ability to work in a fast-paced environment.

Interested candidates are encouraged to submit a cover letter and résumé outlining their experience and qualifications. Please quote **Job #: 2010-029 Human Resources Administrator** in your application to:

New Gold Inc. – New Afton Mine
Email: careers.newafton@newgold.com