



# The Suttie Group

Passionate about people, partnerships and performance.



## HR Manager –Mexico

The Suttie Group is working with a well-funded successful Canadian mining company focused on the growth of its production, resources and reserves in Mexico. We currently have an exciting opportunity for an HR Professional who will advise, develop, implement and manage their key Human Resource objectives and oversee labour relations for their large multiple mining operations in Mexico.

The Mexico HR Manager coordinates the Human Resources functions for the mine, administers general benefits to personnel and supports regional HR activities.

### Responsibilities:

- Recruitment and Selection of professional and administrative personnel
- General administration of personnel benefits
- Registrations, cancellations and contracts
- Ensure employee Job Descriptions are current and compliance with all corporate policies
- Implement training and coaching plans
- Prepare Canadian Corporate Office monthly reports
- Payroll
- Manage the Savings Fund
- Prepare HR manuals, policies and procedures
- Ensure compliance with all relevant legislation and SOX
- Handle HR Internal Audits
- Coordinate with Director of Human Resources in Canada to ensure the implementation of policies within the operation

### Skills & Experience:

- Minimum 5+ years as a Human Resources Generalist
- Education: - Degree in Administration and / or Industrial Relations
- Experiences in Industrial Operation
- Project management
- Process and customer service oriented
- Excellent communicator
- Fluent Spanish with advanced English

If the above describes you and you are ready to take your career to the next level, please submit your resume in **Word** format to [elizabeth@suttiegroup.com](mailto:elizabeth@suttiegroup.com).

**Your confidentiality is assured and we look forward to representing you!**

**We place exploration and mining professionals from Junior to the “C” Level.**