



Data and Compliance Coordinator

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:

Data and Compliance Coordinator

Position Description:

Reporting to the Health and Safety Manager, the Data and Compliance Coordinator plays a key role in supporting site-wide Safety, Health, and Training through the accurate management of data, systems, and regulatory reporting. This position is responsible for ensuring compliance with internal standards, legislative requirements, and ISO obligations while providing critical administrative and analytical support.

Responsibilities:

- Assist the training department with maintaining accurate records of all training and health and safety related data within internal systems
- Ensure timely reporting to applicable regulatory bodies, including the Ministry of Labor, Immigration, Training and Skills Development.
- Oversee and maintain hard copy record archives for the Health and Safety Department.
- Generate and deliver clear, consistent data charts and analytics to support health and safety initiatives and respond to mine specific data requests.
- Compile and analyse monthly performance dashboards and key trend reports, including incidents, near misses, non-conformances, root causes, and energy releases for senior leadership review.
- Manage and uphold the integrity of the document control system, ensuring alignment with ISO standards and internal procedures.
- Coordinate and monitor Joint Health and Safety Committee (JHSC) activities to ensure ongoing compliance.
- Serve as administrator for Health and Safety Management systems; distribute and track corrective actions, ensuring timely closure of overdue items.
- Ensure the site remains in full compliance with all regulatory obligations, including those outlined by the Ministry of Labor.
- Oversee the development, scheduling, and documentation of Toolbox Talks and Flash Reports; distribute safety communications site-wide.
- Support the preparation and delivery of Senior Leadership Team (SLT) documents, slide decks, and compliance updates.
- Assist departments with the registration, tracking, and documentation of mandatory and regulatory training.



- Support the creation of presentations, procedures, and compliance related documents.
- Maintain comprehensive and up-to-date Safety, Occupational Health, and Risk data for audits and internal reviews.
- Complete other tasks within the health and safety department as required.

Qualifications:

- Minimum of 2 years' experience in a Health and Safety administrative environment. (required)
- Certificate or diploma in Business Administration or a related field (preferred).
- Demonstrated experience analysing diverse data sources to produce accurate and detailed reports.
- Advanced skills in Microsoft Office applications, including the ability to create professional presentations. (Required)
- Strong communication and interpersonal skills with the ability to liaise across departments and functions.
- Demonstrated proficiency in reporting systems and strong administrative skills to support accurate documentation, data management, and compliance tracking.

What We Can Offer You

- Base salary range from \$75,000 to \$100,000 per year, depending on experience and qualifications.
- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities

- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.
- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**If you are interested in this position, submit your resume to careers@hemlominig.com.
Be sure to include the position you are applying for in the subject line.**

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

Thank you for your application; however, only those selected for an interview will be contacted.