

JOIN THE ORBIT GARANT FAMILY!

SEEKING NEW CHALLENGES AND A REWARDING JOB ON A PROFESSIONAL LEVEL?

Orbit Garant Drilling is one of Canada's largest drilling companies specializing in mineral exploration drilling, with expertise in Surface & Underground diamond drilling. Orbit Garant Drilling designs and manufactures its own drills that meet the exact requirements of its customers. We carefully select employees in order to provide its mining customers with matched service and expertise.

Do you have what it takes to join the passionate team at Orbit Garant Drilling?

Recruiting & Logistics Representative

Key Duties and Responsibilities

- Contributes to the development of tools and strategies for recruiting and attracting workers;
- Work closely with internal clients to determine recruitment needs;
- Participates in daily meetings involving logistics;
- Takes all reasonable steps to directly contact potential candidates, primarily for driller and drill helper positions, to apply for our open positions;
- Maintains a rigorous follow-up of applications on a computerized database;
- Contact new and active employees to assign them to projects and ensure that they have contact before departure, more specifically on transportation departure dates, accommodation, and ensure their understanding and presence on the project;
- Work in collaboration with the Safety department to Ensure that employees have the required training for the assigned project;
- Provide new training & maintain current records in collaboration with the safety department to ensure all training is up to date;
- Organizes transportation and accommodation for the employees;
- Supports other members of the human resources team for the smooth running of the department's operations and for the realization of special projects;

Profile & Requirements

- Possess a technical degree in administration or a certificate in human resources or equivalent experience;
- Have 2 to 3 years of relevant experience;
- Possess good computer skills, including office suite and database monitoring;
- Have a good command of computer tools;
- Exercise discretion and ensure the confidentiality of the information processed;
- Have good interpersonal skills and enjoy working in a team;
- Good interpersonal skills and the ability to communicate fluently in both official languages;
- Knowledge of Diamond Drilling could be an asset but not mandatory.

Schedule

- Monday to Friday 8am to 4:30pm, 40 hours per week from our Sudbury office with the flexibility of working on call during the weekends to accommodate operational needs.

Compensation & Benefits

- Orbit Garant Drilling Offers competitive wages & Benefits;
- Pension plans;
- Employee stock purchase plans;
- Dental care;
- Disability insurance;
- Employee assistance program;
- Extended health care;
- Life insurance;
- RRSP match;
- Vision care;
- Virtual Clinic;
- Salary based on experience;

**If you believe to be a great candidate for the position posted,
please contact our Human Resources Department at [careers-
on@orbitgarant.com](mailto:careers-on@orbitgarant.com)**

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