



---

## About Us

Capstone Copper Corp. is a premier copper producer operating innovatively in the Americas. From exploration to mine development to operations, we are focused on creating growth and generating value for our investors, employees and communities as we meet the surging global copper demand.

We own and operate the Pinto Valley copper-molybdenum mine located in Arizona, USA, the Cozamin copper-silver-zinc-lead mine located in Zacatecas, Mexico, the Mantos Blancos copper-silver mine located in the Antofagasta region, Chile, and 70% of the Mantoverde copper mine, located in the Atacama region, Chile. In addition, we own the fully permitted Santo Domingo copper-iron-gold project, located approximately 30 kilometres northeast of Mantoverde in the Atacama region, Chile, as well as a portfolio of exploration properties in the Americas. Our head office is located in Vancouver, Canada.

Your journey with Capstone starts here. At Capstone, our people are the heart of our organization. We are focused on growth and are committed to unlocking the full potential of ourselves, our teams and our resources. We invest in our people to develop a skilled and engaged workforce, not only for today, but for the future.

By joining the Capstone Copper team, you will become part of a purposeful, performance-driven and dynamic work environment.

---

## Job Title:

Human Resources Coordinator (Temporary, 12-Month Term)

## Position Summary:

Reporting to the Director, Human Resources, the Human Resources Coordinator will play a key role in supporting the HR team in the day-to-day operations of human resources processes. This includes recruitment & selection, onboarding, total rewards and performance management.

## Position Responsibilities (including but not limited to):

- Support the recruitment & selection process by responding to employment queries, posting jobs, screening resumes, scheduling interviews, coordinating reference checks and drafting offer letters.
- Coordinate the onboarding process, including new hire paperwork and orientation, to ensure a smooth integration into the company.
- Support the total rewards processes by participating in salary surveys, preparing compensation workbooks and preparing compensation letters and total rewards statements.
- Assist in the coordination and administration of the performance management and succession planning processes.
- Assist with benefits administration, including enrollment, changes and inquiries.
- Support the creation of onboarding materials and other training materials.
- Maintain the HR-related content on SharePoint to ensure that all necessary information is accurate, updated and accessible to employees including benefits information, organization charts, communication materials, policies, etc.
- Maintain, collect and analyze people-related data for reporting and dashboards for the corporate office, and other sites as required.
- Maintain and update employee files and HR databases to ensure that all data is accurate and updated on a regular basis.
- Help organize employee engagement activities, training sessions, workshops and meetings.
- Conduct research on best practices, compliance, labour laws, etc.



- Support with reviewing, designing or implementing other HR initiatives as required.
- Perform general administrative duties including scheduling, data entry, reporting, invoice processing, expense reports, filing, training compliance, information requests, preparation of templates and materials, etc.
- Other duties as required or requested.

## The Ideal Candidate:

### Knowledge

- Minimum of 2 years of experience in human resources.
- Bachelor's degree or diploma in Human Resources Management, Business Administration or a related field, or equivalent experience.
- Knowledge of HR best practices, policies and employment laws.
- Proficiency with Microsoft Office Suite (specifically Word, Excel and PowerPoint).
- Fluency in Spanish is an asset.

### Key Competencies / Skills

- Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks.
- Excellent communication skills, both written and verbal.
- Strong attention to detail and a proactive, solution-oriented mindset.
- Ability to work effectively in a fast-paced environment and maintain confidentiality.
- Employee experience and results oriented with an interest in continuous improvement.

### Work Environment

- This position will be based in the Vancouver Head Office, with the potential for a hybrid work arrangement.

## How to Apply:

- Please send your cover letter and resume to [HumanResources@capstonecopper.com](mailto:HumanResources@capstonecopper.com) and include Human Resources Coordinator in the subject line of your e-mail response.

.....

## Our Values:

Our values reflect who we are, what we believe in and what sets us apart.

- **Safety** – Safety is non-negotiable. Making safe choices ensures we can improve the health and well-being of our people, contractors and communities. Zero harm is the ultimate goal.
- **Accountability** – We take ownership for ourselves and our work. We act with integrity. We do everything honestly, ethically, fairly and transparently.
- **Excellence** – We strive to excel at all we do. We continuously seek innovative ways to improve the business. We are focused on growth and committed to unlocking the full potential of ourselves, our teams and our resources.
- **Caring** – We develop open and constructive relationships. We embrace diversity. We see ourselves as stewards of resources. We care deeply for our people, the environment and communities.

Women, Indigenous Peoples, visible minorities, members of the LGBTQ+ community, veterans and individuals with disabilities are all encouraged to apply. If you need any accommodations or adjustments at any time during the interview process, please let us know. We are dedicated to ensuring everyone feels included.