



Housing and Services 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:

Housing and Services Coordinator

Position Description:

The Housing and Services Coordinator supports the development and execution of Hemlo Mining's camp services, accommodation, and workforce housing strategy, and employee travel logistics. Reporting to the Deputy General Manager, the Coordinator helps ensure the organization maintains safe, reliable, and cost effective accommodations and support services that meet current operational requirements and support future growth.

This role coordinates camp operations, housing portfolio administration, accommodation planning, facilities maintenance, contractor performance, and community relations activities. The Coordinator works closely with operational leaders, Human Resources, Indigenous partners, contractors, landlords, and local stakeholders to anticipate accommodation requirements, optimize occupancy, and maintain sufficient housing capacity for business continuity and workforce growth.

The position coordinates company-owned and leased housing assets in Marathon, White River, and Manitouwadge; supports long-term accommodation planning; assists in evaluating opportunities to acquire, lease, expand, or divest housing assets; and monitors service, safety, and operational efficiency standards.

The role is based at Hemlo Mining's office in Marathon, Ontario, with regular travel to White River, Manitouwadge, and the Hemlo mine site to meet with operational leaders as needed.

Responsibilities:

- Coordinate Hemlo Mining's housing services, accommodation, and workforce housing activities in support of the approved strategy.
- Coordinate the administration of company owned, leased, and contracted housing assets in Marathon, White River, Manitouwadge, and other operational support locations.
- Support the development and maintenance of long-term accommodation plans aligned with workforce plans, operational requirements, and business continuity needs.
- Track accommodation capacity, utilization, and occupancy levels, and coordinate actions to improve operational efficiency and employee experience.

- Gather information and support evaluations of opportunities to acquire, lease, expand, develop, or divest houses, apartments, rooms, and other accommodation assets.
- Coordinate maintenance activities for company houses, apartments, and accommodation facilities to help ensure assets are safe, compliant, reliable, and well maintained.
- Coordinate integrated camp services, including accommodation, housekeeping, catering, laundry, transportation, facilities maintenance, and related support services.
- Coordinate employee travel logistics and travel arrangements aligned with employee work rotations and operational schedules.
- Administer relationships and service agreements with Indigenous camp partners, contractors, landlords, maintenance providers, transportation providers, and accommodation vendors.
- Maintain respectful, collaborative working relationships with First Nations partners and community stakeholders involved in camp operations and service delivery.
- Track service level agreements, key performance indicators, audits, and contractor performance measures, and escalate issues as required.
- Coordinate support service activities and help implement improvements to current practices, service quality, and operational performance.
- Support annual operating and capital budget preparation, track expenditures, and report variances to support cost control and financial stewardship.
- Collaborate with Human Resources and operational departments to gather forecasts for accommodation requirements related to recruitment, workforce planning, shutdowns, projects, and organizational growth.
- Identify and coordinate continuous improvement initiatives related to service quality, safety, cost effectiveness, employee experience, and accommodation utilization.
- Help ensure services comply with applicable legislation, company standards, contractual obligations, and Health, Safety, Environmental, and Security requirements.
- Prepare regular reports on accommodation capacity, occupancy, operating costs, contractor performance, operational risks, and service delivery effectiveness.
- Maintain accurate employee travel records, monitor travel expenditures, and identify opportunities to improve travel coordination, service reliability, and cost efficiency in accordance with Company travel policies.
- Perform other related duties and special projects as assigned.

Qualifications:

- Post-secondary education in Hospitality Management, Business Administration, Facilities Management, Property Management, Operations Management, or a related discipline, or an equivalent combination of education and relevant experience.
- Minimum five (5) years of relevant experience coordinating a remote camp, hospitality operation, accommodation facility, property portfolio, or similar support services environment.
- Demonstrated experience coordinating integrated camp services, including accommodation, housekeeping, catering, laundry, transportation, facilities maintenance, and contractor performance.
- Experience supporting housing portfolios, residential accommodation assets, leases, occupancy planning, or property management operations.

- Experience tracking operational plans, service level agreements, key performance indicators, and contractor performance.
- Experience supporting operating and capital budgets, tracking expenditures, and reporting variances.
- Experience supporting accommodation, camp, facilities, or support services planning.
- Experience working with Indigenous communities, businesses, partners, or service providers is considered a strong asset.
- Strong problem-solving, judgment, negotiation, and organizational skills, with the ability to coordinate multiple priorities in a dynamic mining environment.
- Thorough understanding of Health, Safety, Environmental, and Security requirements and a demonstrated commitment to maintaining a safe and compliant workplace.
- Strong communication, relationship-building, stakeholder management, and customer service skills.
- Valid driver's licence and ability to travel regularly between Hemlo Operations and accommodation locations.

What We Can Offer You

- Base salary range from \$75,000 - \$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@hemlomining.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.