



TSX.V: ELBM
OTCQX: FTSSF

HUMAN RESOURCES AND OFFICE COORDINATOR

Location: Cobalt Refinery, Cobalt, Ontario

Reference No: 2022-013

Position Type: Full-Time

Rate of Pay: Salary, Commensurate with experience and qualifications

ABOUT ELECTRA BATTERY MATERIALS

Electra has plans to build North America's only fully integrated, localized and environmentally sustainable battery materials park. Leveraging the company's own processing assets and business partners, the Electra Battery Materials Park will host cobalt and nickel sulfate production plants, a large-scale lithium-ion battery recycling facility, and battery precursor materials production, which will serve both North American and global customers. Electra Battery Materials is an integral part of the North American battery supply chain, providing low-carbon, sustainable and traceable raw materials for the region's fast growing electric vehicle industry.

RESPONSIBILITIES

Below is a list of primary duties and responsibilities for the Human Resources and Office Coordinator role at the Cobalt Refinery:

These will include:

- Responsible for full-cycle recruitment; including writing job descriptions and advertisements, resume screening, coordinating and conducting interviews, reference checks and preparing job offers;
- Perform the orientation/onboarding of new hires;
- Develop, document, communicate and implement HR policies and procedures to ensure company objectives are met;
- Provide managers and employees with guidance and coaching on matters concerning performance management, conflict resolution and disciplinary matters;
- Develop, implement and maintain HR strategies to improve company performance;
- Promote an organizational culture that attracts and retains key employees;
- Prepare letters, memorandum announcements and other documents as required;
- Maintain HR information systems, as well as employee files and information in a confidential manner, compliant with all privacy legislation;
- Administer payroll and benefits;
- Generate purchase orders as required for assigned purchases, and resolve any purchasing issues with related suppliers;
- Perform basic accounting reconciliations, work with corporate office to record and update costing and prepare basic level cost reports for the site;
- Maintain accuracy of system data, while creating and verifying purchase order information including product costing, shipping instructions, etc.;
- Collaborate with managers to obtain all required purchasing approvals;
- Ensure purchasing documentation is filed appropriately and easily accessible;

- Perform basic accounting reconciliations, work with corporate office to record and update costing and prepare basic level cost reports for the site; and
- Other duties as assigned by management.

QUALIFICATIONS

- Degree or Diploma in Human Resources Management or Business Administration or other related field;
- A minimum of two years of relevant work experience;
- CHRP designation is highly regarded;
- Understanding of relevant employment and labour legislations;
- Ability to effectively communicate both verbally and in writing;
- Ability to deal with conflict diplomatically, sensitively, tactfully and professionally at all times;
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion;
- Ability to work individually as well as part of a team; and
- Strong technology skills with proficiency in Microsoft Office applications.

WHY JOIN ELECTRA BATTERY MATERIALS?

Together, we will power a better path forward. Be a part of a fast-growing team, as we succeed in becoming North America's first integrated battery materials park, providing battery grade materials for the electric vehicle revolution. Our success is contingent on the hard work and dedication of our people. Electra Battery Materials rewards team members through:

- Recognition and results-driven compensation
- Training and development opportunities
- Health and wellbeing
- Ongoing communication and two-way feedback

If you are a passionate, committed, and dynamic individual, please submit your resume in confidence to careers@electrabmc.com. Please note that only qualified candidates selected for an interview will be contacted.

Electra Battery Materials is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and decisions to hire or promote will be based on merit, competence, performance, and business requirements.