

Human Resources Generalist

Location:	Surrey, BC
Posted Date:	19 June 2017
Closing Date:	Open until filled

COMPANY OVERVIEW

Arctic Arrow Powerline Group (AAPG) is a Canadian owned and operated powerline contracting company specializing in transmission, distribution, and underground cable projects. We offer exemplary construction and maintenance services. AAPG has offices located throughout western Canada.

POSITION SUMMARY

Arctic Arrow Powerline Group (AAPG) is seeking an ambitious and self-driven full-time Human Resources Generalist, who is able to contribute to the success of the Human Resources (HR) department and the growth of our Company. The primary areas of responsibility include assisting with recruitment, union lay-offs and rehire, union apprenticeships and supporting positive employee relations with both salaried and union employees. The position requires ongoing communication with staff, union employees, external providers and other government bodies. Additional duties include managing company benefits, supporting compliance with the Company's legal obligations as to federal and provincial legislation, Worker's Compensation, and employment laws; including online compliance with client sites relating to HR. Safety is a key focus for the HR Generalist role, who is supporting and managing company training, as it relates to safety policies and procedures; and emphasizing a culture of safety. Additionally, this role supports the senior management staff with administrative functions and projects as needed. The position reports to the Vice-President Finance.

QUALIFICATIONS:

1. Bachelor's degree from a recognized university or equivalent in Human Resources or related field
2. 2-3 years of HR Administrative or Generalist experience
3. CHRP designate is preferred, but not required
4. Previous experience working in a union environment is preferred
5. Experience in similar industry (powerline contracting, construction, etc.) would be an asset
6. Sound knowledge and proven ability to deliver in the areas of recruitment; training and development; employment law, labour relations, employee relations and performance management
7. Discretion with a high level of confidentiality
8. Able to work in a fast paced, sometimes reactionary environment
9. Superb interpersonal and communication skills with a demonstrated ability to build strong, trusting relationships with all stakeholders
10. Proven ability to utilize creativity when faced with HR challenges
11. High level of interpersonal skills and integrity; solid team player
12. Proficiency with MS Office – Outlook, Word, Excel, PowerPoint
13. Excellent knowledge of an HRIS (key user) would be considered an asset

REMUNERATION

AAGP offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please apply in confidence with resume and references, quoting: *HUMAN RESOURCES GENERALIST* to: Careers@arcticarrowgroup.com.

Please Note: Due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.