

Human Resources Generalist

Campbell River, BC

Are you a Human Resources professional with exceptional customer service who thrives in a fast-paced environment? If so, our People & Culture team is looking for you. We are offering a permanent full-time role at Cermaq Canada's Campbell River office. We offer an excellent benefit package, bonus plan and compensation, plus an opportunity to learn and grow as our company does. You will be providing support to employees and managers in the human resources functions throughout the employee lifecycle from full cycle recruiting to offboarding.

You would report to the People & Culture Director. You would be involved in recruiting, onboarding, performance management, and offboarding. You will also be responsible for Coordinating an efficient disability management program including a safe and healthy return-to-work program.

Located along the beautiful coastal waters of Vancouver Island, Cermaq is a salmon farming company focused on operational excellence. With our skilled team, we strive for a high quality product achieved through sustainable aquaculture practices. Our award winning safety culture, world-class certifications and reconciliation efforts make for a rewarding and engaging culture for you to learn and grow.

Primary Job Duties:

- Providing support to employees and managers in all HR matters throughout the employee lifecycle, including recruitment and selection; training and development; performance management; injury management; and off-boarding.
- Managing the recruitment process from advertising through to orientation for all departments to secure and welcome the best talent possible.
- Coordinating training efforts for staff to ensure compliance with legislative, corporate, and personal development requirements.
- Providing support, guidance, and advice to employees and managers to help address and resolve employee relations issues, including performance management, respect in the workplace, and disciplinary concerns.
- Coordinating an efficient disability management program, including a safe and healthy return-to-work program.
- Supporting the planning and implementation of the new Human Resources strategy and other corporate initiatives.
- Acting as a Subject Matter Expert for Ceridian's *Dayforce HRIS* program by participating in the various module roll-outs, providing training and support to staff, and data maintenance of the system.

Application Requirements:

- You have previous work experience in human resources, preferably in a generalist setting with an industrial employer.
- You have completed your post-secondary education with a focus on Human Resources Management.
- Your Chartered Professional in Human Resources (CPHR) designation would be considered an asset.
- You are serviced-focused and you pride yourself in your ability to effectively support and advise employees and managers.
- You consider yourself to be a team player and can easily build and maintain effective working relationships; you get along great with others.
- You work well under pressure and you thrive in a fast-paced environment with constantly shifting priorities.

Special Requirements:

- Prerequisites to hiring include a criminal record check and reference checks.
- Only applicants who are legally allowed to work in Canada will be considered.

This permanent full-time position is based out of our Campbell River head office and works Monday to Friday 8:00am to 5:00pm with some flexibility required for travel and events. Company benefits are available after a 3-month probationary period.

How to Apply:

If your qualifications meet the application requirements and you would like to apply for this opportunity, please forward your resume and cover letter in person, by fax, or by e-mail, stating "Human Resources Generalist" in the subject line before **Monday, November 25, 2019** to: Office: 203-919 Island Highway, Campbell River | Fax: 250-286-0042 | E-mail: careers.canada@cermaq.com

Cermaq Canada is an equal opportunities employer who provides a workplace that is free of discrimination.

Cermaq Canada has a progressive view of reconciliation with Indigenous peoples. Although wholly committed to hire the best candidate available, we strongly encourage applications from Indigenous peoples for this role.

We would like to thank all applicants for their interest; however only those candidates selected for an interview will be contacted.