



Great Employment Opportunity- Senior Human Resources Manager

At Wales McLelland, we have built our reputation on all-encompassing service. We can manage the development of our clients' projects from inception and initial drawings to construction and handing over the keys. Whatever the scope of the project, we are committed to building the best possible facility for our clients.

From the top down, our entire office and field staff are dedicated to doing whatever it takes to ensure our clients' interests come first. Maintaining the balance of quality workmanship and exacting project management enables us to create top quality facilities, while controlling budgets and minimizing timelines through fast-track construction.

With Wales McLelland there are no surprises. Clients are attended to by the same Wales McLelland representative throughout the duration of the project to ensure consistent, value-added and personalized service. The owners continue to be involved with a hands-on approach throughout the entire process.

Great Achievements through Great Partnerships

Position Summary

The Senior Human Resources Manager reports directly to the President. This position is responsible for overseeing all aspects of the Human Resources function within the organization. These key HR functional areas are; Organizational Development, Training & Development, Compensation, Employee Relations, Compliance, HR Budget and HR Administration. The core responsibility of the Senior HR Manager will be to develop human resources strategies to support WM strategic business goals.

Key Duties & Responsibilities

- Plan, design, develop & evaluate the following HR Programs: Annual HR Strategy & Plan, Performance Management Programs, Talent Management Programs, Recruitment Programs, Employee Engagement Initiatives, and HR "Best Practices"
- Plan, design, develop & evaluate training for various HR topics (legislative changes, various company programs)
- Manage employee orientation process for WM staff
- Plan design, develop, and evaluate the WM Total Rewards Program
- Ensure compliance to the WM Total Rewards Program
- Advise department managers on confidential employee matters (legislative changes, leaves, discipline, terminations)
- Coach and provide conflict resolution guidance to Department Managers
- Conduct confidential investigations on various matters and put forth recommendations
- Ensure compliance with applicable legislations

- Advise department managers on legal implications of HR issues (discipline, terminations, employee grievances, leaves)
- Ensure compliance with WM policies & Guidelines
- Liaise with external parties as required (employment lawyer, worksafe BC)
- Plan, design, develop, & evaluate the annual HR Budget
- Leave tracking
- Implement HRIS system

Required Qualifications, Education & Experience

- 7-10 years progressive Human Resources experience (preference as a generalist)
- Business Diploma/Certification is an asset working towards CHRP designation
- Demonstrated ability to handle sensitive matter of a confidential nature
- Demonstrated ability to provide conflict resolution to matters
- Demonstrated ability to coach/guide and influence senior leadership team
- Demonstrated ability to work independently and in a team environment
- Excellent written and oral communication skills
- Demonstrated ability to handle pressure situations in a professional & timely manner
- An equivalent combination of experience and education will be considered for this role

OUR VALUE OF PROFESSIONALISM: WE HOLD OURSELVES TO A HIGHER STANDARD THROUGH CONTINUAL IMPROVEMENT

How to Apply

If you are looking for a challenging and deeply rewarding opportunity and you believe you meet the requirements to be successful in this role, then please submit a cover letter and your resume to careers@jouta.com

We thank all applicants for applying, however, only those candidates selected for interviews will be contacted.