

Great Employment Opportunity - Human Resources Manager

Our client, Northwest Hydraulic Consultants (NHC) is an international firm of consulting civil engineers and geoscientists providing professional services for the development, management and protection of water resources. NHC is looking for an HR Manager in the North Vancouver office to help support the company's growth and expansion, while maintaining the company's culture, values and vision.

Position Summary

The Human Resources Manager reports directly to the Managing Principal. This position is responsible for overseeing all aspects of the Human Resources function within the organization. These key HR functional areas are; Organizational Development, Consistent HR Messaging & Communication, Training & Development, Compensation, Employee Relations, Compliance, and HR Administration. The core responsibilities of the HR Manager will include updating, developing and implementing HR strategies support the firm's strategic business goals and to provide operational day to day HR administrative support to maintain and review the HR strategies on an ongoing basis

This position will be based in NHC's North Vancouver office but it will support the firm's HR needs in our Nanaimo, Kamloops and Edmonton offices. Some travel may be required

Key Duties & Responsibilities

- Support current NHC culture, values and vision
- Maintain, update, and roll out HR policies, procedures and practices, ensuring managers are appropriately trained and coached
- Work with employees and managers to cultivate genuine & solid relationships at all levels
- Work with managers on workforce planning, recruitment and hiring strategies
- Coach managers to respectfully and consistently address employee issues in line with values, HR practices, and legislation
- Act as a confidential resource for employees
- Advise department managers on confidential employee matters (legislative changes, leaves, discipline, terminations)
- Coach and provide conflict resolution guidance to managers
- Support performance management and professional development
- Work with the administration staff to perform all HR administrative duties (e.g. employee file maintenance, benefits, leaves, etc.)
- Support teambuilding efforts in collaboration with leadership
- Support compensation practices (e.g. market reviews, increases, letters, etc.)

Required Qualifications, Education & Experience

- 5-7 years of Human Resources experience (preference as a generalist)
- Post-Secondary degree or diploma in HR or related field (e.g. social sciences, psychology)
- Comprehensive knowledge & application of all HR legislation
- CHRP an asset, provided all qualifications above are met
- Industry or professional services experience is preferred
- Demonstrated ability to handle pressure situations in a professional & timely manner
- Ability to demonstrate culturally-aligned development and implementation on key aspects of HR infrastructure.

NHC offers a competitive salary and benefits package in a progressive and friendly work environment. Management is approachable, ethical and accountable. Effort is rewarded, hours are reasonable and a healthy work-life balance is encouraged.

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, 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.