



## Human Resources Manager, KEDC Port Hardy, BC

The Kawat'si Economic Development Corporation (KEDC) operates thriving businesses with a focus to indigenous heritage. With two hotels and initiatives in tourism, construction, fisheries, forestry and transportation, the organization is tasked with creating, operating and supporting businesses that will be profitable, environmentally sustainable and culturally significant.

Situated on the eastern tip of North Vancouver Island, is the stunning coastal town of Port Hardy. It's a town that offers an abundance of outdoor adventures from kayaking and marine adventures to hiking pristine coastal trails. Untouched coastal wilderness, small town culture and a rich history and heritage awaits your exploration.

Chemistry Consulting Group is proud to partner with the KEDC to search for an experienced **Human Resources Manager** who will support all KEDC businesses. Reporting to the CEO, the Human Resources Manager will oversee all Human Resources programs and initiatives in support of the various business ventures and in alignment with the values of the community.

### Position Overview

The Human Resources Manager provides leadership and advisory services in all human resources functions including recruitment, employee relations, health and safety, compensation and benefits, performance development, training and development, and policy development.

### Duties and Responsibilities

- Coordinates the recruitment and onboarding process, ensuring that candidates are the right fit for the organization and are properly supported in their work.
- Builds and maintains relationships with all levels of employees and the community
- Works with managers to identify position requirements and actively promotes opportunities within the communities.
- Assists in addressing employee issues/complaints in a timely manner
- Oversees administration of HR/Benefits issues and ensures adherence to employment related laws
- Keeps current on applicable compliance and regulations. Maintains records in accordance with the legal requirements
- Supports payroll processes as required.



- Ensures that employees receive the reinforcement of training needed to understand expectations and job responsibilities
- Counsels managers and employees on effective ways to communicate and reinforce performance expectations and address and resolve employment related issues
- Assists in coaching managers on effective ways to motivate the team and maximize employee engagement.

### **Skills and Qualifications:**

- 5 years of experience in a Human Resources management capacity
- Bachelor's Degree in a related field and/or Diploma in Human Resources
- Ideal candidates will have a CPHR designation.
- Previous experience in Benefits Administration and Training preferred.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Strong computer skills.

**Any enquiries directed to KEDC will not be considered**

To apply for this significant opportunity please visit <https://chemistryconsulting.ca/current-opportunities> and follow the prompts to submit a resume and cover letter which clearly outlines your relevant experience by **Friday, March 22, 2019.**

We thank you for your interest in this opportunity, however; only those selected for further consideration will be contacted.