



SeaStar Solutions

Job Title:	Human Resources Advisor
Job Purpose:	Delivers the full suite of employee and organizational services in both Human Resources Management and Labour Relations disciplines. Leads and represents management in Health & Safety programs. Develop and maintain strong relationships with all stakeholders while delivering high quality business value.
Reports To:	Director Human Resources
Direct Reports:	None
Version:	2.0 April 1, 2014 3.0 May 28, 2018

Education & Experience

- A minimum of 3 years' experience in a multi-disciplinary role in Human Resources or related discipline
- At minimum completion of a diploma in Human Resources Management, Business Administration, or another related discipline
- CHRP designation, experience in Labour Relations and/or Health & Safety, are considered assets

Responsibilities

- Deliver full-cycle recruitment across all disciplines related to product engineering and CNC manufacturing operations
- Plan, develop and implement policies and programs, and provide interpretation as necessary
- Update and maintain the HRIS, including new hires, status changes, leaves, terminations
- Onboarding activities including program enrolments, orientation, and training as necessary
- Lead Health & Safety programs and activities including investigations and management of WorkSafe BC claims
- Oversee disability and WorkSafe BC claims; facilitate return to work programs



- Prepare and present training programs
- Administer third party contracts as required
- Act as subject-matter expert in the areas of employment law, Human Rights, common law jurisprudence, arbitral law, labour relations, etc.
- Supports managers and supervisors with contemporary best practices in performance management
- Advise and coach management in areas of employee/labour relations, performance management, and talent development
- Coach managers and supervisors with practical advice in areas of behavior and incident management
- Facilitate incident investigations including interviews, evidence, and fact-finding meetings
- Guide managers and supervisors through performance meetings and remedial behavior interventions including progressive discipline up to termination
- Assist with grievances at all steps
- Assist with preparation for arbitrations and other legal activities
- Coach managers and supervisors on Attendance Management principles
- Analyze organizational data to build narratives for business units and provide recommendations as appropriate, including but not limited to attendance, demographics, recruitment performance, compensation, etc.
- Reconcile monthly invoices for benefit programs; identifies discrepancies and reconciles accordingly
- Complete additional job duties and assignments as necessary

Skills & Abilities

- Sophisticated business acumen
- Excellent verbal and written communication skills in English
- Strong problem-solving and decision making abilities
- Well-developed organizational skills with the ability to prioritize a variety of tasks
- Strong proficiency with MS Office programs including: Word, Excel, Access, Outlook and PowerPoint; and, the ability to learn other applications quickly
- Ability to work well independently and as an essential part of a team
- Previous experience in an engineering/manufacturing industry would be an asset

Deliverables

- As this position is constantly evolving, please speak with your supervisor/manager regarding daily, weekly and monthly objectives



Things to Know & How to Apply?

- Occasional travel maybe required.
- SeaStar Solutions is an equal opportunity employer.
- If you are interested in this position, please send your cover letter and resume to hr.canada@seastarsolutions.com with the subject: 2018-010.
- Relocation assistance is not provided for this role.
- Only applicants legally eligible to work in Canada should apply. No foreign applicants will be sponsored.
- We look at each resume in detail, so please be sure to review the job description and highlight your experience in relation to this role.
- All candidates will be updated on the status of their application.

To find out more about SeaStar Solutions, please visit our company website at:
www.seastarsolutions.com or <http://canada.seastarsolutions.com/careers/>