

Human Resources Coordinator

The HR Coordinator manages the administration of the human resources policies, procedures and programs. The position will carry out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organizational development, and employment.

Duties and Responsibilities:

- Recruitment and staffing logistics
- Performance management and improvement systems
- Development of company policy and documentation
- Organization development
- Employment and compliance to regulatory concerns

Specific Responsibilities of the Job

- Deliver complete recruitment services including needs analysis, job postings, sourcing, interviewing, and employee offers.
- Assist with the identification of training needs, the selection, development and delivery of appropriate programs.
- Provide coaching and resources to employees and managers with respect to career development, compensation, staffing initiatives, performance management and employee relations.
- Develop and implement HR, safety, and other company operational policies.
- Compile relative HR metrics, analyze, report and identify trends with recommendations provided.

Skills and Qualifications:

- Completed Degree or Diploma from a recognized post-secondary institution
- Minimum 5-7 years experience working in a Human Resources department with a diverse background of HR skills
- Broad knowledge and understanding of HR policies, practices, Employment standards and Health & Safety standards
- Proven ability to build great working relationships
- Experienced in all aspects of recruitment
- Self starter with the ability to work independently with minimal supervision
- Strong presentation and facilitation skills
- Well developed coaching and leadership skills
- Able to maintain complete confidentiality relating to corporate, personal and sensitive information
- Excellent language skills; verbal and written

Pioneer Petrotech Services offers competitive compensation packages. Please forward your resume and cover letter with salary expectations to: careers@pioneerps.com.

Only those candidates who are being considered will be contacted. Please no phone calls.

