

CAREER OPPORTUNITY HUMAN RESOURCES GENERALIST

Howe Sound Pulp and Paper Corporation (www.hspp.ca) is one of the most progressive Kraft & Pulp manufacturers in the world, leading the industry in product quality, efficiency and environmental protection.

Based in Port Mellon on the BC's beautiful Sunshine Coast, Howe Sound is one of seven mills in Canada owned by the Paper Excellence Group (www.paperexcellence.com), Canada's largest producer of pulp by tonnage. Since 2010, Paper Excellence has grown from a single mill to a multinational company producing 2.5 million tonnes of paper and pulp with over 2,500 employees.

Under the direction of the Human Resources Manager, you will be accountable for supporting the operation in the achievement of its performance objectives by assisting Managers, Superintendents, Supervisors and Employees in achieving their stated performance objectives.

This to be accomplished through management, coordination, support and coaching in the areas of:

Labour Relations
Contract Administration and Interpretation
Employee Relations
Performance Management
Personal Development
Employee Communication
Policies and Procedures

Key Accountabilities

1. Demonstrate a personal and corporate commitment to Safety.
2. Provides advice and problem solving guidance to managers, superintendents, supervisors, bargaining unit representatives and employees to ensure the Collective Agreement is effectively administered.
3. Interface with Union executives to develop a positive, productive relationship that supports the company's business objectives and the needs of employees.
4. Formulate company policies, procedures, and practices and ensure compliance to all legal and internal policy requirements.
5. Educate and train staff members on contract administration matters/principles and HR policies and procedures.
6. Provide employee services that meet the needs of employees, facilitate problem solving of employee concerns, manage employee information and provide employment related information in a timely manner.
7. Represent the Company at arbitration hearings by instructing counsel and acting as a witness as needed.
8. Represents the Company or Co-Chairs on Union/Management committees.

9. Assist with the development of strategies in labour relations matters, including manning controls/reductions, organizational design, flexible work practices, area work groups and contract negotiations.
10. Drive and support programs such as Leadership Development, Change Management Business Process Re-Engineering and the Systems to support these programs.

Qualifications

- The preferred qualifications are a degree in Human Resources or working towards, and/or 5-7 years related experience in a unionized environment.

Please forward your resume, stating position title to: employment_coordinator@hspp.ca by April 20th, 2017.

Our setting, in Port Mellon on BC's beautiful Sunshine Coast provides employees with an outstanding quality of life, visit www.thesunshinecoast.com.

Relocation assistance will be provided in addition to a competitive salary and benefits package.

www.hspp.ca