

CAREER OPPORTUNITY
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- ❑ **Job Title:** Human Resources Specialist                      **Location:** Corporate Office
- ❑ **Reports to:** Director, Human Resources
  
- ❑ **Purpose of position:**  
Execution of activities within human resources area that contribute to an effective and professional recruitment and employment environment consistent with overall departmental and corporate objectives and policies.
  
- ❑ **Key Accountabilities:**
  - Assist in the overall management of the recruitment process, including but not limited to recruitment sourcing vehicles, advertisement development, coaching hiring managers on interviewing techniques, reference checking and ensuring that all corporate and legislative issues are addressed;
  - Assist managers with the development of job profiles to support human resources activities;
  - Assist in the identification and sourcing of appropriate training vehicles for groups and/or individual employee needs;
  - Manage selected Human Resource services and programs, including Service Award, Retirement Award and Safety Recognition Programs, Alcohol and Drug Policy Testing Program; United Way and other employee special events as may be assigned;
  - Assist in the development, implementation and dissemination of effective employee communication vehicles including orientation program, policies and procedures;
  - Maintain current employee statistics and hiring summaries; coordinating timely revisions and communications with regard to organizational charts and/or other required staffing and recruitment reports;
  - Be fully knowledgeable of all relevant federal and provincial legislation, including Employment Standards Acts; Employment Equity; Human Rights; Health and Safety, Privacy legislation, etc;
  - Establish and maintain effective liaison with all management staff and proactively recommend modifications and/or solutions to address employee-related issues;
  - At all times, behave in a manner that reflects a personal attitude of confidentiality and discretion, and ensures the protection of the human rights of employees at Brenntag Canada.
  
- ❑ **Qualifications will include the following:**
  - Behavioral Competencies:**
    - Communicating
    - Conceptual Thinking
    - Innovative
    - Collaborative
    - Organizational Awareness
  
  - Technical Competencies**
    - University Degree
    - Certified HR Professional Designation or Enrolment in HR certification program preferred
    - Previous experience in an H.R. administrative or specialist role (5+ years)
    - Superior level computer skills, presentation and business writing capability.