

## Human Resources Officer

### Edmonton, AB

Founded in Edmonton in 1990, Hi-Tech Seals is a leading Canadian seal distribution company, with a longstanding commitment to customer service. The Company's technical sales staff works closely with customers to find the best solution for sealing needs. We provide a complete line of sealing products, along with molded rubber, cast urethane, gaskets, plastics, ceramics, and tungsten carbide parts as well as custom machining to meet our customer's needs. In over 24 years Hi-Tech Seals has grown to five locations across Canada and one location in Texas providing products that perform beyond the customer's expectations.

With over fifty in-house training courses we have exhibited our commitment to educate our employees to aid in their professional development and career growth. In addition, Hi-Tech Seals supports external training programs for software, designations and other beneficial courses to help employees advance. At Hi-Tech Seals our people are a key competitive advantage.

Join a company that excels in developing and empowering employees to reach their potential.

#### **Position Synopsis:**

This position acts as a strategic partner of Hi-Tech Seals and is responsible for providing accurate and timely human resources advice, support, and consultancy services to HTS staff.

#### **Main Responsibilities:**

##### **Employee Relations/Mediation:**

- Participate in negotiation, issue identification and resolution in compliance with legislation.
- Perform coaching for employees when required to assist with staff personal development needs.

##### **Human Resources Management:**

- Communicate and work with managers throughout all phases of recruiting including: development and updating of existing job descriptions; determining recruiting strategies, interviewing and selection. Drafting offer letters, communication of selection decisions to candidates.
- Implement records retention in line with all Employment Standards and Privacy legislation.
- Work with managers to develop an employee review process. Participation in annual reviews and individual performance plans. Tracking of due dates for performance evaluation and follow up with supervisors and managers.
- Provide advice to supervisors and managers regarding underperformance and disciplinary policies and procedures.



**Claims/Benefits and Compensation Administration:**

- Administer compensation and benefits program. Identify opportunities for employee management improvement. Advise staff on benefit eligibility and monitor enrollment. File and track claims as required.

**Leadership:**

- Develop human resources and health and safety initiatives and programs that support Hi-Tech's business strategy. Develop and execute human resources and health and safety strategies/programs for improvement.

**Health and Safety:**

- Participation in safety meetings and initiatives; development and implementation of safety policies and procedures.

**Education and Experience:**

- Grade 12
- Post secondary education in human resources

**Characteristics and Competencies:**

- Strong leadership, including the ability to influence and motivate others.
- Excellent oral and written communication skills to deal effectively with internal and external relationships.
- Strong computer skills
- Understanding of all Federal and Provincial legislation with respect to Health and Safety and Human Resources.
- Full cycle recruitment
- Employee engagement and mediation

Interested applicants should submit their application to Janice Fraser, Hi-Tech Seals Inc., 9211 – 41 Avenue NW, Edmonton Alberta T6E 6R5 or email [hr@hitechseals.com](mailto:hr@hitechseals.com)

Visit our website at <http://www.hitechseals.com/careers>

