

Human Resources/Health and Safety Officer

Edmonton, AB

Founded in Edmonton in 1990, Hi-Tech Seals is a leading Canadian seal, gasket, rubber and plastic component distribution and manufacturing company, with a longstanding commitment to customer service. Our staff works closely with customers to find the best solution for sealing needs. We offer an extensive line up of seals and seal related products, along with custom manufacturing capabilities to meet our customer's needs. Over our 30 years in business we have grown to multiple locations across Canada and the United States. We pride ourselves on providing superior customer service and products that go beyond our customer's expectations.

At Hi-Tech Seals our people are a key competitive advantage. We are committed to the professional development and education our employees and offer over fifty in-house training courses. In addition, Hi-Tech Seals encourages external training programs to achieve certifications, diplomas, degrees, and other beneficial courses to aid in employee's advancement in their career and the company.

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

Primary Synopsis:

Provide leadership and oversight for Human Resources and Health and Safety functions in the development and implementation of strategic planning in compliance with all Provincial and Federal legislation.

Primary Responsibilities:

- 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.
- Participation in annual reviews, individual performance plans, tracking due dates for performance evaluations and follow up with Supervisors and Managers.
- Implement records retention policies in line with all Employment Standards and Privacy legislation.

Health & Safety

- Oversight of and active participation in safety meetings and initiatives; site inspections; development and implementation of safety policies and procedures; employee training and safe program awareness.
- Implementation of the Certificate of Recognition program.
- Management of ISNetwork.

Employee Relations/Mediation

- Participate in negotiation, issue identification and resolution in compliance with legislation.



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 (STD, WCB).

Leadership:

- Develop Human Resources and Health and Safety initiatives and programs that support Hi-Tech's business strategy.
- Develop and execute strategies/programs for improvement.

Education and Experience:

- Post-secondary training in Human Resources.
- Seven or more years demonstrated experience.
- Health and Safety training and education (preferred Peer Auditor Status).

Characteristics and Competencies:

- Strong knowledge of performance management, organizational development, compensation practices, and applicable Federal and Provincial laws.
- Significant experience in employee relations.
- Ability to shift strategic focus and activities quickly in response to changing organizational priorities
- Claims management experience.
- Excellent communication skills to deal effectively with internal and external relationships.

The successful candidate will be able to manage several projects simultaneously, can work independently, pay close attention to detail, has a proactive approach to completing the work to deadline, and is an enthusiastic team player.

Interested applicants should submit their application to Human Resources, Hi-Tech Seals Inc., 9211 – 41 Avenue NW, Edmonton Alberta T6E 6R5 or email hr@hitechseals.com

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

