

# Job Title: N.P.A. | HR Generalist (12 Month Contract for Maternity/ Parental Leave Cover)

**Subsidiary:** Colas Western Canada Inc.



## A COLAS COMPANY

**10130 – 21 Street, Edmonton, Alberta T6P 1W7 Telephone: (780) 467-7701**

N.P.A. is one of Western Canada's largest paving contractors, with over 700 employees helping us provide our products and services throughout Alberta, Saskatchewan and the Northwest Territories. Our equipment fleet and shops are among the most modern in our business. We take pride in our employees and place a high-value on establishing a workplace where people are challenged and respected every day.

### Summary

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We are looking for a professional and enthusiastic, HUMAN RESOURCE GENERALIST for a 12-month contract, to work full-time in our Edmonton Office. The Edmonton office is conveniently located just off of the Anthony Henday ring road, on Edmonton's East side.

Reporting to the Human Resource Manager, the Human Resource Generalist plays a critical role in upholding the presence of HR within their respective Divisions. Supporting the Division Managers the Human Resource Generalist will engage in a wide array of human resource activities, including, but not limited to recruitment and onboarding, benefits and disability management, training and employee development, workplace investigations, workplace policy guide, performance management, and general workplace reporting. The Human Resource Generalist will act as a primary point of contact for field and non-field employees within the Divisions under their assignment.

### Key Responsibilities

- Communicate with Superintendents and Hiring Managers on a weekly basis to determine job vacancies, and discuss appropriate recruitment tactics
- Independently or with the support of the Human Resource Coordinator, deploy appropriate recruitment tactics aimed to fill job vacancies in a timely and appropriate manner
- Review and compare job applicants to position descriptions and position requirements, to ensure only qualified applicants are forwarded to the pre-screen or interview stage
- Conduct detailed and appropriate reference and credential checks, and provide useful and valuable information to Superintendents and hiring Managers
- Draft, review and execute employment agreements, which minimize exposure to the organization, while promoting positive and lasting work relationships with recruited employees
- Conduct employee onboarding, as per company policy, practices and procedures
- Manage and maintain various HR data tracking and reporting with internal software
- Working directly with the Human Resource team, critically review, identify and recommend internal employees for training and development opportunities
- Collaborate with the management team to determine training needs and ensuring employees are appropriately trained for their job functions
- Set up, process, monitor and review disability claims, and work directly with the employee and

their manager to develop effective return to work plans

- Provide one-on-one HR support to Division Managers and employees alike.
- Administration of HR policies and procedures
- Process off-boarding paperwork in a timely and efficient manner, to ensure employee and company interests are fairly represented at the time of departure
- Thoroughly investigate and report upon employee relation issues
- Conduct regular site visits, ensuring adequate HR presence in the field, assessing employee engagement, soliciting employee feedback, addressing employee concerns, and delivering company communications
- Work with Management and Supervisors alike to schedule, conduct and review employee appraisals and development plans
- Ensure all branches and divisions are in compliance with various government laws and regulations
- Complete ad-hoc reporting, and various audits, as requested
- Provide the Human Resource Manager with monthly employee reports on time and accurately
- Promote, execute and adhere to the company's safety program, and encourage all employees, sub-contractors and consultants to adopt safety as a culture
- Must adhere to the principles identified in the company's Code of Ethics and continuously examine situations in light of these principles
- Ensure compliance with controls, safeguards, and company policies
- Other Human Resource Generalist duties as require.

### **Requirements/ Experience**

- Post-secondary graduate, with a concentration in Business, Human Resources or related program, from a recognized institution is required.
- Must hold a CHRP designation or CHRP Candidate anticipated to receive full designation within 18 months
- Must possess a valid Class 5 driver's license, or equivalent
- Minimum 5 years' experience within a Human Resource Department is required, of which 1 to 3 years must be within a Generalist role
- Employment experience within the construction industry an asset
- Experience working with HRIS, such as SuccessFactors or JD Edwards an asset
- Knowledge and experience conducting workplace investigations
- Proficient understanding of employment legislation
- Knowledge of HR processes and best practices

### **What's In It For You?**

We are pleased to offer the successful candidate:

- Competitive and attractive salary package
- Educational assistance
- A comprehensive benefits package, including Health, Dental, and Life Insurance
- Company sponsored professional development opportunities
- Participation in the various reward programs
- Excellent opportunities for professional growth

N.P.A. is pleased to offer the successful candidate an attractive wage, comprehensive benefits, including a pension plan, educational assistance, excellent opportunities for professional growth, and more.

*We thank all candidates for their interest in a position with NPA Ltd., however only candidates selected to move forward will be contacted.*