

HUMAN RESOURCES ADVISOR

Posting number: RH18-27

POSITION STATUS : PERMANENT	NUMBER OF PERSON TO BE RECRUITED = 1
DEPARTMENT : HUMAN RESOURCES	WORK LOCATION : NUNAVIK
WORK SCHEDULE : The normal work schedule is on a rotation of 2 weeks: 2 weeks worked (77 hours per week, 7 days a week) followed by 2 weeks of rest.	
POSTING PERIOD : FROM SEPTEMBER 7TH TO 21ST, 2018	

GENERAL RESPONSIBILITIES

The Human Resources Advisor reports to the Chief, Human Resources.

The incumbent:

- Posted on mining site, assume responsibility of the activities related to labour relations and general human resources management;
- Plays a counselling role with managers and supports them in their actions to improve the productivity and the quality of their interventions with their employees;
- Participates in the writing and the interpretation of internal policies and procedures and insure employee files' management on site;
- Advising managers and employees on labor relations and human resources management in general, in conjunction with the HR team in Montreal;
- Advise and support sector managers in their efforts to improve productivity, performance and quality in the management of human resources;
- Provides customer service to employees in general, including insurance, payroll, benefits and work schedules and ensures that employees are referred to the right resources when required.

REQUIREMENTS

- Bachelor degree in Industrial Relations or equivalent;
- Minimum five (5) years of experience in a similar position (experience in the mining industry is an asset);
- Work experience in a multicultural and aboriginal environment;
- Computer knowledge (MS office: Word, Excell and PowerPoint);
- Valid driving licence;
- Bilingualism is essential: French and English spoken and written.

SKILLS

- Recognised capabilities in the customer service & on the quality of the service offered;
- Capable to work many files at the same time;
- Capable to manage priorities;
- Searching partnership in the labour relations management;
- Strong ability in change management with capabilities to establish strategic goals to attain results;
- Counselling role experience, in team management support and in relations with employees;
- Excellent capabilities to work in a team and with communications;
- Autonomous and high sense of work organization;
- Excellent analysis and synthesis capabilities.

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter **before 4:00pm on September 21st, 2018**

by e-mail to emplois@canadianroyalties.com

Only those selected for an interview will be contacted.