

**HUMAN RESOURCES ADVISOR**

**Posting number: RH18-27**

<b>POSITION STATUS :</b> PERMANENT	<b>NUMBER OF PERSON TO BE RECRUITED =</b> 1
<b>DEPARTMENT :</b> HUMAN RESSOURCES	<b>WORK LOCATION :</b> NUNAVIK
<b>WORK SCHEDULE :</b> 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.	
<b>POSTING PERIOD :</b> FROME OCTOBER 18 <sup>TH</sup> TO NOVEMBER 1 <sup>ST</sup> 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 November 1<sup>ST</sup> 2018**

by e-mail to [emplois@canadianroyalties.com](mailto:emplois@canadianroyalties.com)

*Only those selected for an interview will be contacted.*