



JOB TITLE: Human Resources Generalist

ABOUT NORTH ATLANTIC

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service and community engagement. With our people first approach, North Atlantic looks for individuals who take initiative and dynamic personalities committed to fostering a strong team environment. We want people who are known for their positive attitude, authentic communications and personal drive. *Great people. Great products.* That's the North Atlantic difference.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Human Resources Generalist plays an integral role supporting various teams inside the business while upholding the organization's values to ensure the positive culture the company has built remains strong. Reporting to the HR Manager, the HR Generalist will undertake a wide range of HR tasks such as recruitment, organizing training, updating and re-writing policies and programs, managing employee performance and will be one of the main points of contact for employees' questions on HR-related topics.

This position will be challenging as it will work with several entities with differing work functionalities. If you are an experienced HR professional looking for an opportunity to work with a diverse and growing company, please submit your cover letter and resume to North Atlantic.

Duties and Responsibilities:

- Implement and support human resources programs by providing human resources services, including talent acquisition, staffing, performance management, compensation, training and development, employee relations and retention
- Work in a manner that exemplifies honesty, integrity quality, and trust encouraging employees to strive and maximize their ability and performance
- Manage and improve recruitment procedures including job descriptions, job postings, and advertising; screen and select candidates for interview, onboard and provide new hire orientation
- Complete reference checks and facilitate employment offers
- Improve manager and employee performance by identifying and clarifying problems, evaluating potential solutions, implementing selected solution, coaching and counseling managers and employees.
- Advise managers and employees on the interpretation of human resources policies, compensation, and benefit programs



- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Lead the quarterly and annual employee performance process to promote a culture of high performance
- Plan and administer career development, employee assistance, employment equity and affirmative action programs
- Research, recommend and sustain employee rewards and recognition program
- Lead company training and employee development initiatives
- Ensure the business complies with provincial employment regulations and legislation
- Other duties as required

Qualifications:

- Business degree or Diploma with a focus in HR Management an equivalent combination of education and work experience may considered
- Minimum 3-5 years of experience in Human Resources
- CPHR designation or working towards it is considered an asset
- Strong organizational skills with the ability to prioritize and act under pressure
- Excels as an individual contributor and active team member
- Strong written and oral communication skills
- Knowledge in Office Word, Excel and Outlook
- Valid Class 5 license
- Occasional travel will be required

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

(*benefits vary based on employment status)

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **4:30 pm Friday October 7th, 2022.**