**JOB TITLE: Human Resource 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 support for local communities. With our *people first* approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we’re driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

**For more information about the North Atlantic, please visit** [www.northatlantic.ca](http://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 diverse 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’ and management seeking HR related advice and consultations.

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, growing, challenge positive company, we invite you to please submit your cover letter and resume.

**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.
* 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 background 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 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.
* Maintain reports and tracking of a variety of initiatives within the HR team.
* Develop and maintain resource material and information.
* Attend and represent the company at Job Fairs.
* Assist with ad hoc requests.
* Other duties as required.

**Qualifications:**

* Business degree or Diploma with a focus in Human Resources, an equivalent combination of education and work experience may considered.
* Minimum 3-5 years of experience in Human Resources in a similar role.
* 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 verbal, written and oral communication skills.
* Sound analytical thinking, planning, prioritization, and execution skills.
* Strong communication and problem-solving skills.
* Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company’s overall success.
* Work in a manner that exemplifies honesty, integrity quality, leads by example, and trust, encouraging employees to strive and maximize their ability and performance.
* Proficient in MS Office Suite.
* Flexible to adapt to changing priorities.
* Capable to work under minimal supervision, independently and as a part of a team.
* Able to multi-task in a fast paced, deadline driven, team focused environment.
* 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**

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.