

JOB POSTING

HR Advisor

About Prime Engineering

With a reputation for customer service excellence, Prime Engineering specializes in taking on unique challenges and delivering creative independent solutions. Our experienced staff deliver top quality electrical design and services, with a focus on the supply, design, and commissioning of electrical projects.

About the Role

Prime Engineering is seeking to fill an HR Advisor position for a motivated and hardworking person keen to join a dynamic and growing company. We are looking for an HR Advisor to support our team with a variety of human resource administrative functions and initiatives.

What You Will Be Doing

- Full cycle recruitment and onboarding.
- Preparing, updating, and recommending human resource policies and procedures.
- Conducting salary and vacation reviews.
- Advising leadership team on legal compliance issues including Labor Relations Code, Workers Compensation Act, and Human Rights Code legislations.
- Developing, managing and maintaining employee benefit programs and handling claims resolutions, reconciling benefits statements and payments.
- Handling employee terminations, termination paperwork and exit interviews and general offboarding.
- Assisting with the management of training programs for staff.
- Assisting in the organization of office activities and outings.
- Answering employee questions and processing employee grievances.
- Managing employee files and records.
- Assisting with the office safety program.
- Other duties as assigned.

What You Will Need

- Human resources related educational certificate, diploma or degree.
- 3-5 years of relevant human resources experience.
- Experience working in a unionized environment.
- Possessing a CPHR designation or working towards one will be considered an asset.
- Strong MS Office skills.
- Excellent interpersonal and written communication skills.

Working Conditions

- This will be an in-office role.
- Must be legally entitled to work in Canada with the ability to pass a criminal record check.



Application Information:

If this opportunity to work with a dynamic, growing company with a culture that values innovative problem solving, please apply with your resume and cover letter [here](#).

This posting will remain open until **12:00pm** on **March 6, 2023**

We look forward to connecting with you!