

# Human Resources Advisor

CLASSIFICATION: FULL TIME SALARY  
START DATE: ASAP  
SALARY RANGE: \$ 30/HOUR  
LOCATION: SUMMERSIDE FACILITY

The BGC Summerside has been a leader within the community since 1963. With recent growth, our organization has been able to provide great benefits and opportunities for our employees, including competitive wages, health & dental benefit plans, group RRSP plans, free credit union place memberships, maternity / parental / adoption top-up plans, childcare discount, training and personal development opportunities, employment growth opportunities.

## POSITION DESCRIPTION

Reporting to the Executive Director, the HR Advisor is responsible for providing day-to-day support to BGC Summerside employees and managers. This role administers the HR function and activities of the organization by providing support for employee relations, regulatory compliance, training and development, compensation, benefits and disability management, policy interpretation, as well as assists with special projects and analytics.

## DUTIES AND RESPONSIBILITIES

- Act as a resource person by providing advice on human resources matters and policy interpretation to managers and employees, as well as make recommendations on conflict resolution issues.
- Coordinate employee performance appraisal program.
- Provide performance management support and guidance to managers on coaching, development, and other employee relations matters as required.
- Lead internal investigation and mediation services as required.
- Assist with scheduling and coordination of employee training sessions/professional development and tracking of training records.
- Lead the recruitment process; preparing job postings, arranging interviews, preparing packages for selection committee, confirming candidate credentials, creating offer letters, completing reference checks and conducting new employee orientations.
- Ensure the smooth and efficient onboarding of new hires.
- Research and prepare occupational classifications, job descriptions, salary scales and competency appraisal measures and systems.
- Research employee benefit and health and safety practices and recommend changes or modifications to existing policies.
- Manage all leave of absence, short-term, and long-term disability.

## QUALIFICATIONS

- Post-secondary credential in Human Resources Management or Business Administration coupled with several years recent, related experience is required.
- Experience leading and implementing change activities that drive innovation, enhance employee relations, operational excellence, and competitive advantage.
- Ability to navigate complex issues and identify solutions for employees at all levels.
- Demonstrated ability to handle sensitive information and situations with tact and diplomacy, maintaining the highest confidentiality and professionalism.
- Ability to build rapport and maintain a high level of confidence and integrity at all levels of the organization
- Strong organizational, communication, and interpersonal skills

## APPLICATION PROCESS

Interested candidates are asked to send a cover letter and resume to [BGCSjobs@ssidebgclub.com](mailto:BGCSjobs@ssidebgclub.com). We thank all applicants in advance, only candidates selected for an interview will be contacted.