

People & Culture Coordinator**(Campbell River, BC)**

Are you a Human Resources professional with exceptional customer service and experience in organizational development? If so, our People & Culture team is looking for you. We are offering a permanent full-time role at Cermaq Canada's Campbell River office. It has an excellent benefit package, bonus plan and compensation, plus an opportunity to learn and grow as our company does. You will be elevating our human resources functions, supporting our people, and positively influencing culture. Our department is growing with the addition of a People & Culture Coordinator position. You would be part of a seven-member team of professionals.

You would report to the People & Culture Director. Your new role would be providing leadership to human resources projects and cultural elements working for a global leader in sustainable aquaculture, Cermaq Canada. Located along the beautiful coastal waters of Vancouver Island, Cermaq is a salmon farming company focused on operational excellence. With our skilled team, we strive for a high quality product achieved through sustainable aquaculture practices. Our award winning safety culture, world-class certifications and reconciliation efforts make for a rewarding and engaging culture for you to learn and grow.

Primary Job Duties:

- Develop, train and maintain the Human Resource (HR) programs (performance management, mentoring, etc) to meet or exceed company targets with quality customer service so that the culture is diverse, inclusive and engaging
- Lead the employee lifecycle functions from recruitment to offboarding so that there is a positive experience supporting both the employees and managers
- Implement and monitor leadership and career development programs including facilitation, if required
- Enhance the HR functions by maximizing employees' self-service and department use of software and systems
- Advise managers on progressive discipline issues that ensure a fair and consistent application of policy
- Draft clear and concise internal communications that enhance our department functions adequately informing the employees
- Continually improve our HR functions by bringing forward new ideas and concepts and maximizing the resources at hand that are in alignment with our strategic agenda

Application Requirements:

- Business Degree specializing in HR or Organizational Development or combination of relevant education and experience
- Minimum of five years strategic HR experience in a mid to large size organization
- Prior experience working with projects from planning to rollout including monitoring and change management
- Experience facilitating training and meetings
- Proven interpersonal and communication skills that drives results for the direct team as well as provides consultation to managers
- Chartered Professional in Human Resources (CPHR) designation or equivalent an asset
- Valid driver's license required due to occasional regional travel to other worksites on Vancouver Island and the ability to travel nationally

Special Requirements:

- Prerequisite to hiring include reference checks and criminal record check
- Only applicants who are legally allowed to work in Canada will be considered

This permanent full-time position is based out of our Campbell River head office and works Monday to Friday 8:00am to 5:00pm with some flexibility required for travel and events. Company benefits are available after a 3-month probationary period.

How to Apply:

If your qualifications meet the application requirements and you would like to apply for this opportunity, please forward your resume and cover letter in person, by fax, or by e-mail, stating “People & Culture Coordinator” in the subject line **by Friday, August 16, 2019** to: Office: 203-919 Island Highway, Campbell River | Fax: 250-286-0042 | E-mail: careers.canada@cermaq.com

Cermaq Canada is an equal opportunities employer who provides a workplace that is free of discrimination.

Cermaq Canada has a progressive view of reconciliation with Indigenous peoples. Although wholly committed to hire the best candidate available, we strongly encourage applications from Indigenous peoples for this role.

We would like to thank all applicants for their interest; however only those candidates selected for an interview will be contacted.