



IMCO is looking for a motivated & highly skilled Human Resource Advisor for a 1-year contract!

Human Resources Advisor (1-year contract)

As key business partner, the HR Advisor will provide strategic consultation and creative human resources solutions to the business. The HR Advisor will collaborate with the HR Team in the design, development and delivery of HR programs, policies, processes and products that drive business outcomes.

The HR Advisor will provide advice and direction on a wide range of HR services including employee relations, resource planning, compensation/benefits, health, safety and wellness, disability management/return to work, organization design, change management, performance development, job evaluation, and leadership development. As an HR Advisor you will coach leaders and employees on employment law interpretation, complaints process, lead investigations, help identify and build risk reduction and response management strategies.

As a Member of Our Team, You Will be Responsible to:

- Provide consultation to the line of business, working with all levels of management and staff in the delivery of corporate initiatives, programs and policies that align with IMCO strategy, goals and objectives and to lead HR initiatives/projects at the business unit level
- Facilitate the successful execution of all people related programs and activities such as performance evaluation, compensation planning, training and development, promotion management, succession planning, organizational development and employee recognition
- Participate as an HR subject matter expert for the HRIS implementation, provide ongoing systems testing and data audit post module go-live, as a stream lead, provide training and guidance for organization wide roll out of Employee and Manager self service
- Facilitate the recruitment and selection process including assisting leaders in determining role requirements, drafting job descriptions and developing sourcing strategies, conducting full-cycle recruitment for open vacancies, advertising roles, screening resumes, interviewing candidates, reference checks and job offers
- Oversee the company onboarding process, ensuring employees are set up for success, and coordinate with department leaders to institute team orientation programs
- Conduct investigations identified through violations of Code of Business Ethics or Workplace Violence, Discrimination and Harassment Policy, this includes interviewing complainants and witnesses, taking statements, preparing final reports and making recommendations to Chief Human Resources Officer and Divisional management as to immediate action or long-term resolution
- Oversee the Health and Safety programs, coordinate and participate in Workplace inspections and track action items, act as an expert on the Health & Safety program
- Work in partnership with communications to plan and prepare communication material related to HR programs and company initiatives as required
- Act as a lead for HR and Social Committee events (e.g. Take your Kids to Work Day, IMCO Town Halls)

What do you need to succeed?

- Passion for success in a highly entrepreneurial environment
- Bachelor's Degree or College Diploma, CHRL completion or in progress is an asset
- 7 years progressive HR Generalist experience

- Experience with full cycle recruitment and employee on-boarding
- Strong HR project management experience including designing, training and rolling out new programs
- Demonstrated capabilities in Talent Management and Organization Development
- Demonstrated Leadership and influencing skills, Negotiating and Conflict Management Skills
- Focus on continuous improvement and being committed to learning new HR practices, with experience in a high volume, rapidly changing environment
- Strong analytical skills, sound business judgment and a proactive approach to problem solving
- Proficient with Microsoft Office, HR systems and tools, Benefit Portals and advanced Excel skills
- Superior communication skills (verbal and written) in English, French language would be an asset
- Detail oriented, results focused and able to manage priorities, with a proven ability to work both independently and as part of a team

What IMCO Can Offer You:

We thrive on the challenge to be our best, to deliver an unparalleled employee experience and to work as one team to continuously improve the management of broader public sector investment funds. We pride ourselves on helping you reach your potential, making a difference in our communities, and achieving success that is mutual.

Are you interested in this exciting contract opportunity? If yes, please send your resume to: careers@imcoinvest.com by June 15, 2018.

IMCO is committed to providing accommodation for people with disabilities in its recruitment process. Please advise IMCO if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening.