HR Staffing Specialist

Connex Personnel Inc. is a personnel services company located in St. John's, NL that provides engineering, construction, and project support personnel to its clients in the oil and gas, utility, and mining sectors. Connex is currently hiring a HR Staffing Specialist to join its team to support its operations in Alberta.

Core Responsibilities

- Work collaboratively with management to recruit top talent for the organization and its clients in Alberta.
- Develop and post contractual position descriptions and post on social media, company website and job boards.
- Develop and submit staffing proposals.
- Develop and maintain strong employee and candidate relationships.
- Develop and maintain strong contractor and client relationships for contractor engagement.
- Develop and maintain internal HR procedures and policies.
- Act as main point of contact for internal and external employees and contractors.
- Work with the organization's leadership team to resolve HR issues as they arise and provide coaching where required to ensure a positive outcome.
- Act as a champion for the company's Diversity and Respectful Workplace programs, ensuring the principles of diversity and inclusion are integrated into HR practices.

Organizational Competencies

- Strong business acumen.
- Ability to take on a leadership role, building trust and respect from the client group.
- Able to make sound judgments requiring confidentiality, tact and diplomacy.
- Excellent organizational and planning skills to set and exceed established goals, schedules, and deadlines.
- Excellent oral, written and listening communication skills.
- Ability to develop clear and concise recommendations.

Education/Experience

- An undergraduate degree in Business (or other relevant field) or equivalent professional level work experience.
- RPR or CPHR designation would be an asset.
- Five years' experience as HR Advisor/Recruiter.
- HR experience working in an engineering/construction environment.
- HR experience in the Alberta oil and gas industry.
- Experience in compensation, organizational design and effectiveness, and employee relations.
- Strong understanding of HR processes and how they support the business.
- Thorough knowledge of applicable employment standards and related legislation.
- Highly skilled in the use of MS Office (Word, Excel, PowerPoint).

Connex is an organization without a bricks and mortar office therefore this position would mainly involve working from your home office in Alberta with occasional travel for employee/client meetings.