


HR Advisor

Bluestar Engineering Ltd. is a Calgary based EPCM company specializing in small to medium size oil and gas projects. We are a group of professionals who form a fully integrated, multi-disciplinary organization backed by many years of experience.

We are seeking someone eager to continue their career with our fast-paced, growing company and looking to fill the role of HR Advisor, with the opportunity for growth.

The successful candidate will be responsible for carrying out and coordinating corporate HR activities and servicing the needs of the team. The successful candidate will provide guidance and assistance to employees and managers in a number of HR areas including employee relations, performance management, benefits administration, and HR policies and programs.

Duties and Responsibilities:

- Recruitment activities including, but not limited to, creating and posting job descriptions, filtering applications, pre-screening candidates, and organizing technical interviews with department managers.
 - Create employment and contractor agreements.
 - Set up and onboard new hires.
 - Conduct terminations and disciplinary actions.
 - Coordinate compensation and position changes.
 - Update and maintain APEGA and EGBC records.
 - Benefits administrator duties including, but not limited to, disability claim management, enroll employees, explanations of benefits to staff, etc.
 - Coordinate and participate in staff performance reviews.
 - Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
 - Help to organize team bonding events throughout the year.
 - Communications with all staff.
 - Continue to monitor the ongoing COVID-19 situation (i.e. relevant legislation, changes that affect staff, programs to support Bluestar, etc.).
- 

- Support the coordination of education/training for staff, including submitting government grant applications.
- Supporting engineering proposals/bids.
- Assist with miscellaneous marketing activities as required (i.e. swag orders, advertisements, supporting Business Development team, etc.).
- Assist in special projects supporting HR priorities and business initiatives.
- Assist in safety activities and ensuring Bluestar is meeting OH&S requirements.
- Assist with office management activities.

Requirements:

- Minimum of 5 years of HR Generalist experience.
- Undergraduate degree in HR or a related discipline is required.
- CPHR designation is considered an asset.
- Exposure to diverse functions within HR.
- Ability to communicate effectively, confidentially, and professionally in a rapidly changing business environment.
- Motivated, self-starter with exceptional prioritization and organization skills.
- Strong time management skills and ability to work effectively under pressure and meet demanding deadlines.
- Friendly, personable and able to work both in a team environment and independently.
- Sound judgment and decision and problem-solving skills.
- Knowledge of employment standards and human rights legislation.

Please be advised that Bluestar Engineering Ltd. is an equal opportunity employer and only applicants who are selected, will be contacted for an interview.

<https://www.bluestarepcm.com>

