

ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/human-resources-adviser-noc-11200/>

Human Resources Adviser

Description

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Human resources professionals develop, implement and evaluate human resources and labour relations policies, programs and procedures and advise employers and employees on human resources matters. They are employed throughout the private and public sectors, or they may be self-employed.

Responsibilities

Job duties

Here are some of the main activities and tasks that Human resources professionals have to perform, and some of the physical demands they involve:

- Plan, develop, implement and evaluate human resources and labour relations strategies including policies, programs and procedures to address an organization's human resource requirements
- Advise employers and employees on the interpretation of human resources policies, compensation and benefit programs and collective agreements
- Negotiate collective agreements on behalf of employers or workers, mediate labour disputes and grievances and provide advice on employee and labour relations
- Research and prepare occupational classifications, job descriptions, salary scales and competency appraisal measures and systems
- Plan and administer staffing, total compensation, training and career development, employee assistance, employment equity and affirmative action programs
- Manage programs and maintain human resources information and related records systems
- Hire and oversee training of staff
- Coordinate employee performance appraisal programs
- Research employee benefit and health and safety practices and recommend changes or modifications to existing policies.

Qualifications

Employment requirements

This is what you typically need for the job.

- A university degree or college diploma in human resources management or a related field, such as business administration, industrial relations, commerce or psychology or completion of a professional development program in human resources administration is required.
- Some employers may require human resources professionals to hold a Certified Human Resources Professional (CHRP) designation.

Hiring organization

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

human resources.

Job Location

Fort McMurray, Alberta, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 25/hr - \$ 28.50/hr

Date posted

May 1, 2025

Valid through

31.05.2025

