



JOB OPPORTUNITY

Pattison Sign Group is a highly successful, North American company growing organically and through ongoing acquisitions. It is one of the world's largest sign and physical branding element companies, with five (5) manufacturing facilities, six (6) sales offices and over 700 employees across North America.

The company is dedicated to absolute customer satisfaction and ultimate quality in its products and services. It is ISO certified to ensure Total Quality in its products and services. The culture of the company is focused on performance and accountability and supports employee empowerment and development.

The company operates independently within The Jim Pattison Group, headquartered in Vancouver, and comprised of over 590 locations worldwide. The Jim Pattison Group is broadly based across the automotive, media, packaging, food sales and distribution, magazine distribution, entertainment, export, and financial industries. With sales of over \$14.0 billion in 2021 and more than 49,000 employees, the Jim Pattison Group is the largest private company in Canada.

We are currently seeking to hire a **HR Operations Specialist** to be based at our Edmundston Office.

OVERVIEW

The HR Operations Specialist is the front-line representative of the HR department and facilitates all HR operational functions. They will be involved in employee relations, HR operational tasks, benefits administration, onboarding/offboarding of employees, union management and coordinating other HR functions as required. To ensure efficient operations, they will be expected to stay updated on company policies and processes, related legislations and benefit programs.

The role requires a broad knowledge of Human Resources, employment law, as well as general administrative responsibilities. They will be work autonomously and efficiently to ensure the end-to-end running of HR operations. To succeed in this role, you should be adaptable, highly organized, possess a high level of emotional intelligence and an eagerness to learn and grow quickly as an HR professional.

KEY RESPONSIBILITIES:

- Utilize knowledge of HR legal issues to best support the business and ensure compliance with employment laws, with the support of the Human Resources Director
- Coordinate Employee Benefits, including submissions, enrollment to benefits plans, answer benefits-related questions and keep a good up-to-date record of all new

applicants and participants (and the level of respective benefits) and address all benefits plans related queries/questions.

- Complete all change requests and liaise with payroll as needed.
- Lead all new hire onboardings – office and plant, including orientation, documentation and system request processing.
- Respond to internal and external HR-related inquiries or requests and address all employee questions in a prompt and efficient manner.
- Maintain personnel records and related data and work with the HR Business Partner/HR Director to ensure all employment, legal and health & safety requirements are met.
- Be the first point of contact for union representatives and address all questions/concerns raised.
- Maintain complete understanding of union agreement terms and ensure compliance of the same.
- Support the recruitment and hiring activities for plant employees.
- Handle the following areas: unemployment claims, employee leave, vacation, employee benefits, validate payroll process and communication, provide policy and procedures explanations, conduct exit interviews, support employee relations activities and assist in review of employee grievances.
- Facilitate employee townhalls and employee of the month selections with the General Manager.
- Support on other HR projects, if required

EDUCATION, EXPERIENCE & KNOWLEDGE

- Minimum 3 to 5 years' experience as an HR Coordinator/Specialist in a manufacturing and office environment
- CHRP designation is an advantage; additional education in Human Resource Management will also be considered an asset
- Knowledge of human resources processes and best practices
- Experience of working in a unionized work environment is required.
- Experience in working on Ultipro/UKG or similar HMRS preferred.
- Ability to build relationships across all levels and functions of the organization
- Strong ability in using MS Office (MS Excel and MS PowerPoint)
- Experience with HR databases and HRIS systems
- In-depth understanding of sourcing tools, like resume databases and online communities
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills

To apply, please send your resume to hr@pattisonign.com on/before **August 27, 2022**