

PEOPLE & CULTURE SPECIALIST Neptune Bulk Terminals (North Vancouver, BC)

Neptune Terminals is a shipping terminal in the Port of Vancouver. Privately owned, we handle Canadian potash and steelmaking coal for export to markets around the world. We place a priority on safe operations and a positive safety culture that ensures everyone who works at or visits our site goes home safely at the end of each day. We have strong environmental systems and performance, and invest in programs to protect and enhance our local environment. We have been operating in North Vancouver for more than 50 years, are very actively engaged in the local community providing support to many non-profit events and organizations, and have positive relationships with our neighbours and local stakeholders.

Neptune has approximately 360 employees, consisting of 50 staff positions and contractors, along with unionized foremen and a workforce drawn from the International Longshore and Warehouse Union (ILWU locals 514 and 500).

Our shareholders are currently investing capital to expand our throughput capacity, which when combined with rail and other infrastructure improvements, is expected to result in growth over the next several years.

This is a new position that will report directly to the Director, Community & Stakeholder Engagement. The position is full-time and will work from Neptune's administrative office at 340 Brooksbank Avenue, North Vancouver.

KEY RESPONSIBILITIES WILL INCLUDE:

- 1) Human Resources Administration
 - Providing human resources advice and guidance to company management
 - Developing and implementing HR tools and initiatives
 - Updating and ensuring employee familiarity with key policies and procedures
 - Maintaining job descriptions for all staff positions
 - Providing support to company leadership on strategic human resource management including performance management, training and succession
 - Developing onboarding materials and ensuring consistent onboarding experience for new employees
 - Coordinating internal and external job postings as required, and assisting hiring managers by receiving and screening applications
- 2) Training Coordination
 - Researching and coordinating staff training sessions as required
 - Maintaining accurate records of all employee training to ensure compliance with regulations and enable regular reporting
- 3) Safety Culture
 - Providing support to management, including:
 - Coordination of employee discussion groups as part of an upcoming safety culture drive
 - Employee communications to support safety culture improvement
 - Tracking of leadership activities to support safety culture improvements

YOUR SKILLS AND QUALIFICATIONS

- Minimum 3 years of human resource experience
- Post-secondary diploma or degree in Human Resource management
- Knowledge of standard human resources policies and practices
- Working knowledge of federal and provincial employment legislation
- Excellent interpersonal and communication skills
- Ability to establish positive working relationships with different departments and at all levels of the organization
- Highly organized; proven success developing and maintaining effective systems and structures
- Strong attention to detail
- Good administrative skills and knowledge of Microsoft Office software
- A track record as a doer
- Comfortable working both independently and as part of a team
- Good multi-tasking and the ability to work to deadlines
- A commitment to confidentiality
- Experience in a unionized environment is an asset

Neptune is a leading employer on the waterfront. We offer competitive compensation relative to many industries, and a strong benefits package. This role will appeal to maintenance professionals who enjoy working with very large industrial equipment in an operating environment.

Candidates will undergo a thorough employment assessment including formalized testing, interviews and reference checks. The successful applicant will also be required, as a condition of employment, to undergo an independent Company sponsored medical examination.

Join a winning team and send your resume by May 14, 2019 to:

c/o Human Resources
Neptune Bulk Terminals (Canada) Ltd.
PO Box 86367
North Vancouver, BC V7L 4K6
Email: Inquiries@neptuneterminals.com



While all applicants are thanked for their interest, only those chosen for interviews will be contacted.

Job Type: Permanent

Job Type: Full-time

NEPTUNE BULK TERMINALS (CANADA) LTD.