

Human Resources Administrator

This is your opportunity to be part of a vibrant and growing innovation leader. RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. We are in the business of science and engineering excellence.

People are key to our success; to be the best, we need the best. Your challenge will be to help maintain and build the team and the culture that helps us thrive. Our goal is to be an employer of choice. We have experienced significant growth over the past 3 years and are now recruiting for the new role of **Human Resources Administrator**.

Working closely with the Director of HR you will provide front-line Human Resources service and support in the areas of recruitment, employee relations, legislative compliance, employee recognition and rewards, payroll and benefits administration and performance management. You will provide guidance, functional advice, coaching and support with respect to human resources issues, programs and projects. In conjunction with the Director of HR, you will plan, develop and design and execute Human Resources programs.

The ideal candidate will have the following:

- University degree, Human Resources Management, Business Administration an asset
- Minimum of 2 years previous HR related experience
- Canadian Practitioner in Human Resources designation or candidate and asset
- Proven success in delivering on multiple priorities, conflicting deadlines and program initiatives
- Working knowledge of employment law and capable of providing information and support with respect to employment obligations and legislative compliance
- Exceptional interpersonal and conflict management skills
- Exceptional oral communication skills and written communication skills
- Excellent computer skills. Knowledge of ADP, MS Office products an asset
- Experience in delivering Health & Wellness initiatives
- Proven research and analytical skills with specific reference on matters of legislative compliance
- Previous experience working with confidential information, maintaining employee privacy and setting a standard for privacy in the workplace

This is a full-time, permanent position. RPC offers a challenging work environment, competitive compensation and a complete benefits package including 3 weeks paid vacation, top-up for maternity leave, and pension plan. For more information about us visit our website at www.rpc.ca.

Please email your cover letter and résumé to quoting reference **#HR0919** to careers@rpc.ca before **September 27, 2019**.

Review of applications will begin as soon as possible and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.

RPC is committed to the principle of employment equity.

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