



**Title: HUMAN RESOURCE GENERALIST**

**Company: 3 POINTS AVIATION – CALGARY FACILITY**

**3 Points Aviation** is an industry leader in Aircraft component sales, manufacturing and repair and overhaul. Headquartered in the West Royalty Business Park in Charlottetown, we have worked tirelessly to earn a reputation that consistently exceeds our client's expectations. Our company, through focused customer service, has become a leader in the supply and distribution of new and re-conditioned aircraft parts.

**JOB DESCRIPTION:**

The successful individual will be responsible for a staff of 100 plus over 4 sites. In this role, you will provide guidance on all human resource matters, including but not limited to recruitment efforts, performance management, relocation, compensation, and other duties as required.

**Major Duties and Responsibilities: (may include, but not limited to)**

- Understand the Business Unit's business goals, objectives and operating environment and develop and implement a Human Resources plan to assist the Business Unit in meeting its goals and objectives.
- Lead and participate in employee relations functions such as dispute resolution, discipline, recruitment, health & Safety committees, employee communication, etc.
- Drive continuous improvement of functional processes to maximize full potential of all resources.
- Incorporate change management methodology into HR planning and integration practices to facilitate a framework for the achievement of desired goals and objectives.
- Anticipate and plan for future workforce fluctuations based on Business Unit strategies.
- Meet operational expectations by effectively managing priorities and deliverables while ensuring HR solutions are implemented in an integrated, efficient and timely manner.
- Work with the operational management team to ensure that their HR requirements are met and to help build a working environment conducive to high levels of employee commitment and engagement.
- Receive, investigate and process grievances.
- Manage Business Unit annual performance review process.
- Compile, maintain and interpret Human Resources data and prepare analysis and reports for management.
- Ensure Business Unit compliance with all legislated programs (i.e. Health & Safety, Employment Equity).
- Perform other duties and projects as assigned.
- Have the ability to travel to other sites on occasion – projected travel is less than 5%

## **JOB QUALIFICATIONS:**

### **Education & Experience:**

- Bachelor's degree from an accredited college or university in human resources or business, industrial, or related field and a minimum of ten (10) years of increasingly responsible experience in management level human resource positions.
- Experience in a production/manufacturing environment would be an asset.
- CHRP designation is an asset.

### **Skills:**

- Demonstrated ability to multi-task, analyze, and problem solve complex issues in a fast-paced and changing environment.
- Takes initiative and ownership of tasks and projects and follows through to completion.
- Proficiency with MS Office suite of products.
- Results oriented work style with advanced analytical skills.
- Ability to work independently as well as work in a team.

**Salary based on experience:**

**Deadline for submissions:**

**Please email your resume to:** [hr@3pointsaviation.com](mailto:hr@3pointsaviation.com)