

Human Resource Manager

Ucluelet Co-op is hiring a Full-Time People and Culture Advisor for their location in **Ucluelet, BC**.

Who we are:

Co-op does business differently. As a co-operative, we believe in working together to serve Western Canadians, delivering profits back to our communities and investing in sustainable growth.

What you'll do:

Working closely with the General Manager, you will be responsible for the following:

Recruitment

- Lead the recruitment process for all vacancies within the co-op which includes sourcing candidates and partnering with Home Office Talent Acquisition to find best available candidates for all management vacancies.
- Oversee hiring of Team Members.
- Ensure adequate training is provided for Team Leaders.

Succession Planning

- Direct and lead the succession planning process by identifying training needs for all Team Members including the Senior Leadership Team.
- Ensure developmental plans are being followed.

Labor and Employee Relations

- Work directly with supervisors and leaders in situations specific to the Saskatchewan Employment Standards and Company Policies and Procedures.
- Coaching and assisting with the disciplinary process, formulating disciplinary communication, providing advice on discipline meetings, and involvement in disciplinary meetings when required.
- Lead and conduct investigations which include conducting Team Member interviews / meetings, record keeping and follow up documentation to ensure transparency throughout the process.

HR Strategy

- Develop and implement Team Member engagement strategy that supports the overall business goals and objectives.
- Plan and prepare for adjustments to the workforce by anticipating future human capital requirements.
- Direct and manage the gathering of data for the purposes of HR metrics and analysis
- Interpret data results to support management's overall strategy.

Health & Safety

- Partner with the Safety Manager to oversee the health and safety program through the organization by promoting a culture of safety to all Team Members and by ensuring all Team Members are working in a safe environment.
- Partner with the Safety Manager / Asset Protection Manager to ensure compliance with Health and Safety and WCB Legislation.

Compensation and Benefits

- Review and recommend Team Members wages in conjunction with General Manager/Zone HR.
- Provide guidance and support to the General Manager on compensation issues.
- Administer the Benefits program for the **Ucluelet Co-op**

Why it matters:

Our team provides a range of products and services to support our member-owners. Through the work that we do, we help to build, fuel, feed and grow Western Canadian communities together.

Who you are:

You are passionate about a career in Human Resource Management and:

- You have completed a bachelor or diploma in Human Resources or Business-related field.
- You have 3-5 years of experience in providing HR Advisory services or related areas.
- A CPHR designation is an asset.
- Flexible to work evenings, weekends, and holidays where necessary, only in the case of an emergency.
- Excellent report writing and communication skills.
- Presentation skills required.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally always.
- Excellent time and project management skills.
- You are willing to be involved in the community.
- 8+ years of relevant progressive responsible experience in human resources, with prior leadership experience.
- Retail experience is preferred.
- Able to identify key issues; creatively and strategically overcome internal challenges or obstacles.
- A clear and solid understanding of personnel policies, practices, and procedures and other operational issues faced by **Ucluelet Co-op**
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.

Our Team Members receive competitive salaries, a comprehensive benefits package, and an employee/employer-contributed pension plan. We encourage our Team Members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and innovation.

At Co-op, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows all to bring their whole selves to work.

Apply by May 6, 2025 By sending your cover letter and resume to gm@uclueletcoop.com