



GREYSTONE
ENERGY SYSTEMS INC

Human Resources Manager

Moncton, NB

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

Objective & Purpose

The HR Manager is both a strategic and hands-on role that serves primarily as a strategic thought and business partner to the management team, while also being responsible for the execution of full-cycle Human Resources support. The role is critical in devising local organization effectiveness and talent development strategies while executing people initiatives, providing internal support, transforming the organization's culture and driving HR functional excellence. The HR Manager also leads the development and implementation of talent strategies that support operations, supply chain and corporate HR strategic initiatives for Greystone Energy Systems.

Principle Duties & Responsibilities

- Lead and supervise the H/R function within Greystone by promoting effective H/R practices and working closely with the management team to implement and strengthen the organization.
- Define operations and people effectiveness goals, develop performance metrics and implement effective processes to drive business results within the organization, in alignment with the company's values and vision.
- Serve as a close business partner with the Director of Operations and other managers; this includes providing counsel and support to the management team regarding the following:
 - talent acquisition,
 - employee engagement and retention
 - diversity
 - employee relations
 - performance management
 - team building
 - coaching and development
 - succession planning
 - compensation
 - legal and regulatory compliance
 - health and safety and site security
 - crisis management
 - maintaining and assisting in executing appropriate training plans for both hourly and salaried staff
- Support the deployment of cyclical HR processes such as annual performance reviews, annual Performance Objective assessments etc. by fostering complete leader engagement, focus and commitment through coaching, training and robust communications.

- Serve as a vital link between staff located in various international locations and the head office by fostering collaboration and communication between the various groups. The goal being to ensure that the regional and international locations are kept up to date on policies and procedures as they evolve as well as sharing in the collective corporate success.
- Drive continuous process improvement and simplification activities within the business. Apply efficient practices in the daily management of the HR team. Provide personal leadership and involvement where needed to model the use of these practices.
- Provide subject matter expertise and leadership in effective investigations through coaching and developing the management team and personal involvement when necessary to drive improvement in the overall efficiency and effectiveness of company practices.
- Ensure HR records are kept up to date and managed efficiently.
- Other duties and responsibilities as assigned by manager.

Management

- This position reports to the President & CEO

Education, Training & Experience

- BA/BS degree in Human Resources or similar discipline preferred, or equivalent combination of education and experience.
- SPHR/SHRM-SCP Certification preferred
- Minimum of 3 years' experience in a client-focused, HR Business Partner role & at least 3 years' experience leading others. Manufacturing Operations experience a must.

Skills and Competency Requirements

- Strategic business thinker with the demonstrated ability to understand business goals, recommend new approaches, programs, policies and processes that yield business/engagement improvement.
- Demonstrated ability to support and lead large and small change initiatives using change management and communications principles and methods.
- Excellent interpersonal, verbal and presentation skills with the ability and passion to engage with others authentically, establish trust, build long-lasting relationships - influence at all levels.
- Experience & comfort with a fast-paced, complex & changing work environment & the ability to manage multiple & shifting priorities simultaneously, with an orientation toward delivering results.

Please submit a cover letter and detailed resume outlining your experience; include copies of applicable diplomas, degrees and certificates.

Please provide three references (contact names and email addresses) of individuals familiar with your performance and experiences. References will be contacted for successful applicants.

We thank all those who apply; however, only those selected for interviews will be contacted.

Forward to the attention of Mr. Robin Drummond at employment@greystoneenergy.com