



HUMAN RESOURCES COORDINATOR

HR/QA/Manufacturing
Moncton, New Brunswick

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.

The Opportunity

We are growing and looking for a motivated Human Resources Coordinator to join the Human Resources and Quality Assurance team working in Moncton, New Brunswick.

Objective & Summary

- Responsible for assisting HR Manager in performing HR related duties on a professional level and carrying out responsibilities in the following functional areas in both national and international level: employee relations, training, benefit administration, performance management, onboarding, policy implementation, recruitment, health and safety, administration and filing, day to day HR activities, etc.
- Assisting QA Manager with internal Quality and Health & Safety audits.

Principle Duties & Responsibilities

- Participate in developing department goals, objectives and systems.
- Maintains human resource information system records and compiles reports from the database.
- Provide support in the development and implementation of corporate wide human resources methods, policies and/or procedures and projects.
- Support HR Manager in leading HR cycles such as performance management, compensation, trainings, employee engagement, employee recognition, etc.
- Assist in recruitment process and lead onboarding of new employees.
- Assist in administration of employee benefits and retirement plan.
- Work with Occupational Health & Safety Committees to assist in the development of Health & Safety programs/ processes and ensure compliance.
- Research and develop internal HR communications as required.
- Maintain the highest level of accuracy and confidentiality while executing all employment, promotions, reorganizations, compensation changes, terminations and resignations.
- Collect, develop and analyze HR reports.
- Participate and collaborate in working groups and social committees.
- Responsible for the development, administration and promotion of the Health & Safety Program as well as maintaining a position as a member of the Joint Health and Safety Committee.
- Assist with Internal Quality and Health & Safety Audits to ensure compliance to the ISO9000 Standard & WSNB.
- Work in conjunction with the Quality inspector to develop inspection procedures and ensure the required training is delivered
- Ensures the documentation that relates to critical procedures of the Quality Management System are controlled according to approved internal procedures.
- Collect, consolidate and distribute QA's Department key performance metrics (KPI's).
- Maintains CMRT and Reach certificates updated.
- Additional duties as required.

Education, Training & Experience

- Post-secondary degree in Human Resources Management, Business Administration or related fields.
- Minimum 3 years' experience in the similar role especially in manufacturing environment.
- Work related experience in Quality Control and ISO certified Environment strongly preferred.
- CHRP designation is a definite asset.
- Experience working with a diverse, multi-location company would be an asset.
- Experience working with ADP Workforce would be an asset.



Preferred Skills & Competency Requirements

- Ability to perform well in high pressure situations with the drive to assist in the creation and implementation of company policies and procedures.
- Exceptional organizational skills with the ability to perform various projects concurrently.
- Practical, detail-oriented and process-minded.
- Strong written and verbal communication skills.
- Strong problem solving, strategic planning, analysis, critical thinking and decision-making ability.
- Effective organizational, time and priority management skills.
- Coordination and multi-tasking ability.
- Interpersonal skills and cultural awareness.
- Proficient with Microsoft Office programs.
- Continuous improvement focus.
- Able to recognize, evaluate and train employees.
- Able to measure the effectiveness of training courses.
- ISO9000 certified is a strong asset.

Preference will be given to applicants that can prove a successful track record.

Please provide at least three (3) reference names and email addresses of people who are very familiar with your skills, abilities, and experience. All references will be contacted for successful candidates.

Only those who will be considered for the next step of the application process will be contacted

Applications should be forwarded to Jodi Mattatall.

Email: <mailto:mattatall.j@greystoneenergy.com>