



Kasteel Construction and Coatings Inc. is a Northern owned and operated company located in Yellowknife, Northwest Territories. Our mission is to provide the best quality service for the best value to our clients.

We currently have an opening in Yellowknife for a full-time: **Human Resources Manager**

Job Summary: this position is responsible and accountable for the overall delivery of a full range of human resources services, including the planning, organization, direction, and coordination of these services. The Human Resources Manager will work closely with Senior Management to provide leadership, administer recruitment, employee development, coaching and performance management while promoting a team culture that is positive and collaborative. This will be a very challenging and demanding role requiring integrity, professionalism, exceptional organization, and excellent time management skills. You will need to be capable of problem solving and planning strategically to achieve continual company growth and success, while working in a busy, high-pressured environment. You must be able to successfully obtain and maintain a high level of security clearance.

In this role, you will:

- Facilitate the full end to end recruitment process.
- Complete and manage both the onboarding and offboarding process, as well as staff orientations.
- Manage and administer company benefits programs including enrollment, status changes, terminations, and leaves.
- Coordinate and support probationary periods, annual review process, and personal development plans.
- Facilitate employee development, motivation and handle disciplinary issues.
- Complete staff security checks, schedule staff medicals, drug tests, etc.
- Responsible for coordinating and maintaining all employee clearances as well as apprentice program.
- Manage company Safety Matrix, liaise with safety team to coordinate in house training, and educational requirements.
- Other duties as required.

You bring the following, with passion and enthusiasm:

- Minimum 3 years experience in a Human Resources management role, or related professional area.
- Human Resources degree or designation will be considered an asset.
- Knowledge and experience of the principles and practices of Human Resource management.
- Maintain current knowledge of human rights and employment standards.
- Intermediate to advanced knowledge of MS Office.
- Excellent interpersonal skills with the ability to coach and achieve operational goals and targets.
- Energy, discipline, and a drive for success with a desire to learn.
- Excellent understanding of the importance of customer service and always looks for ways to help others.
- You are a critical thinker with strong written and verbal communications skills.
- Ability to work effectively with individuals at all organizational levels.
- Demonstrated people leader with outstanding team building skills.
- You like to laugh, have fun and to work in partnership with your team!

Job Safety is #1 - Kasteel is COR certified and we follow a comprehensive safety program to reduce risk and maximize performance. All employees are required to complete orientations to become accustomed with the site safety culture, specific hazards and detailed safety plans. Commitment to safety compliance must be 100%.

Kasteel believes in treating employees with dignity and respect, we offer a competitive salary plus a benefit plan while allowing you to grow with our company. If you think you will make a great addition to the Kasteel Team, please forward your resume, cover letter and salary expectations to: careers@kasteel.ca.