



Human Resources Manager

At **C-CORE**, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking a **Human Resources Manager** for a maternity leave replacement. If you are self-motivated, a team player and committed to excellence, then this may be your opportunity.

C-CORE conducts R&D and provides research based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 45 years, we have built a world class team of over 90 dedicated professionals with a reputation for excellence in: Remote Sensing; Ice Engineering; and Geotechnical Engineering. We are looking for outstanding employees to join our team. This position is located in St. John's, NL.

The Position

As the **Human Resources Manager** you will provide advice and guidance to the Executive Team in developing and implementing C-CORE's Human Resources Strategy. Specifically you will be responsible for:

- new employee recruitment, onboarding, and retention including developing best practices in these areas;
- reconciling payroll reports and budgets;
- administering C-CORE's RRSP and employment benefits programs;
- liaising with Memorial University payroll and benefits officers;
- overseeing a performance management and development program;
- developing policies and initiatives around equity, diversity and inclusion;
- preparing employee communications and organizing events; and
- maintaining employee records and databases.

As a member of C-CORE's Corporate Services Team that provides broad business support services to the corporation, there will also be the opportunity to participate in other projects and duties as required.

Qualifications

You should have a minimum of 3-5 years' experience working in a human resources management role with an educational background in human resource management including some accounting/finance experience. You have excellent communication and decision making skills, a strong attention for detail and accuracy in your work, are self-motivated leader and are accustomed to working independently. You should also

possess excellent computer skills in particular in using MS Office and be able to quickly learn and adapt to new software tools.

SALARY & BENEFITS

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience. C-CORE offers competitive salaries and benefits, including attractive vacation entitlements and medical & dental plans. More importantly we offer the opportunity for professional development, higher education and personal growth.

APPLY TO:

Qualified candidates should forward a résumé electronically to: careers@c-core.ca stating HR Manager in the subject line.

Please refer to C-CORE website (www.c-core.ca) for additional information.

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.