

Build More Than Just A Career

Our people are our success. They are also adventure-seekers and difference-makers who are committed to a shared vision – to offer the best of the best in project delivery services. When you join ONEC, you join a community that seeks to help you build more than just a career. You will build working relationships and partnerships that become friendships, build ideas that become realities, and build skills that help you grow personally and professionally. We want you to love what you do so that together we can do great things.

About ONEC

ONEC Group has been building projects in Western Canada for over 20 years. As an EPC and EPCM provider, our services include multi-disciplinary engineering, design, construction, project management, geomatics services, and scaffolding services. We are the only mid-sized firm in our industry that offers this collective expertise under one roof. Because of our company's size, clients get to know our team and always work with the same people, resulting in stronger working relationships and efficiency. We are agile in our approach to project delivery because we are able to pivot quickly and adjust our standard processes to suit specific clients' needs. ONEC believes in local leadership and we engage top talent from the communities we work in. We understand that local knowledge and presence is key to not only our overall business success, but the economic success of the communities we work in.

Career Details

Job Title: Manager of Human Resources

Number of Openings: 1

Job Type: Full Time/Permanent

Minimum Level of Education: Applicable Degree or applicable industry experience

Years of Related Experience: 10+ years of experience working in various HR functions

Locations to be Supported: All ONEC locations

Office Location: Edmonton, AB (remote work due to COVID-19)

Application Deadline: N/A

Position Summary

We are seeking an experienced Human Resources professional. The company is excited to offer this opportunity given the growth in our industry and our objective to continuously have the best staff available to meet the needs of our clients. ONEC strongly believes in providing an industry-leading work environment for all employees, as well as a well-structured Human Resources (HR) department capable of strong leadership. Life balance and combining individual strengths are key at ONEC, with a focus on consistency and accountability. The Manager of Human Resources will report to Executive Management.

Responsibilities include:

- Developing and building the HR department in conjunction with outside services.
- Providing leadership and guidance for department staff.
- Serving as the Chair of the HR Committee (a group focused on making improvements for HR related systems).
- Setting achievable goals and objectives for the department and measuring progress against those goals.
- Assessing and advising on our talent acquisition strategy including the use of predictive index tools in team building.
- Creating and managing HR-related policy and practices.
- Evaluating and implementing software resource requirements.

- Managing employee benefits plan.
- Managing a defined budget.
- Overseeing onboarding processes.
- Developing and managing compensation evaluations and strategies.
- Representing ONEC as required in any labour disputes.
- Negotiating with collective bargaining organizations as required.
- Creating and maintaining employee evaluation and development processes/programs.
- Ensuring compliance with all provincial employment standards.
- Maintaining documentation and tracking of vacation policies.
- Providing talent search/recruitment services.
- Working collaboratively with the Health, Safety, and Environmental (HSE) department regarding competency and training matrix programs.
- Collaborating with the HR departments of our Indigenous partners.

Application Instructions

ONEC Group is an equal opportunity employer. Positions are filled by means of open competition where the selection is based on job-related skills, training, experience, and suitability. Final candidates will be asked to provide references. The results of the reference check must be acceptable to ONEC Group. We also consider different experience levels and knowledge and candidates with less experience may be considered for lower-level positions.

We thank all applicants in advance however only individuals selected for interviews will be contacted.

ONEC Group accepts resumes via online application at <http://onecgroup.com/careers/> or via email at hr@onecgroup.com. Please only submit in Word format.