



Ora A. Zabloski
Managing Director
AMKOR Enterprises Ltd.
Suite 882,
234-5149 Country Hills Blvd
Calgary, Alberta T3A 5K8
Telephone: (403) 668-0139
Fax: (403) 547-9056
resumes@amkorgroup.com

HUMAN RESOURCES BUSINESS ADVISOR, EDMONTON, ALBERTA

Our client is a publicly traded organization and a global leader in it's product lines. Their Corporate offices are located in Calgary, Alberta with significant manufacturing and retail facilities across North America. The corporation is listed on the New York and Toronto Stock Exchanges, with a workforce of 7000 commitment and energized individuals across Canada, the US and South America.

Reporting to the Manager & HR Business Partner, this position primarily provides HR generalist support within two Edmonton based sites and has responsibility for:

- Implementing company and business unit HR strategies, programs and processes (e.g., Performance Management Process, orientation and compensation and benefit programs).
- Supporting leaders in interpreting policies and resolving moderately complex employee relations matters.
- Analyzing and identifying people issues and trends within the location and participating in their resolution.
- Supporting the Manager & HR Business Partner in executing client group staffing plans including working with hiring managers in initiating recruitments, preparing job profiles and assessing job ladder/banding and salary ranges.
- Monitoring training/development needs, participating in the development of plans/programs, and then supporting implementation within the location.
- Supporting leaders in ongoing compensation issues.
- Implementing and managing change related to location/function/SBU specific initiatives.
- Coordinating with the HR Service Center to ensure effective HR service delivery.

Qualifications for the position include:

- Bachelor's degree and/or Human Resources professional certification (or equivalent combination of education and working experience).
- Minimum 3 to 5 years of previous HR generalist experience.
- Strong analytical and problem solving skills along with attention to detail.
- Aptitude and interest in coordinating interrelated processes and managing projects.
- Ability to make administrative and procedural decisions, and exercise judgment on sensitive/ confidential issues.
- Strong relationship, team building and communication skills.

Contact:

Ora A. Zabloski, Managing Director

Amkor Group

Office: 403-239-9035 Direct/403-668-0139 Office

resumes@amkorgroup.com

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