



An industry leader for high-tech, automated, environmentally controlled greenhouses, ALPS provides turn-key solutions for facility design, engineering, construction, support, maintenance, security, cultivation and genetics. ALPS also provides consulting and assistance with meeting GACP cultivation and EU GMP certification requirements.

## **HUMAN RESOURCES COORDINATOR**

Reporting directly to the General Manager, the **Human Resources Coordinator** will be responsible for a variety of HR tasks such as administration, recruitment and selection, orientation and onboarding, engagement and employee relations. This HR Coordinator will act as the main point of contact for HR-related queries from employees.

This position ensures that the Company is able to meet its customer service obligations by providing timely, relevant and efficient human resource services to the assigned functional areas. The ideal candidate will be able to manage various administrative tasks in a timely manner. They will be deadline driven and have strong interpersonal and communication skills.

### **MAIN RESPONSIBILITIES**

- Work with management to identify and plan for human resource requirements to meet short and long-term business requirements
- Full cycle recruitment including heavy ramp-up with quick turnaround times
- Coordinate and participate in the recruitment process by preparing job descriptions and postings, screening applications, conducting interviews, and preparing employment offers
- Coordinate the set-up of new hires with IT and other internal departments
- Prepare other documentation such as promotion and change letters
- Maintain personnel records and ensure all changes are coordinated with payroll
- Maintain all position descriptions and organization charts
- Respond to people leader and employee inquiries
- Handle all employee relations matters including formal complaints and disciplinary action
- Maintain all critical HR processes including, but not limited to recruitment and onboarding, performance management, communication, and other relevant HR topics
- Work in collaboration with the General Manager on annual compensation and benefit changes
- Build the credibility of the HR function by providing valued input on business issues facing the organization

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Flexibility to interact positively, quickly gain trust and respect of management and employees at all levels
- Proven ability to work effectively in a team setting
- Knowledge of HR related legislation and compliance requirements
- Strong computer skills in Microsoft Office (Word, Excel and Outlook)
- Strong analytical skills with attention to detail



- Strong initiative and works with a sense of urgency
- Strong communication and mediation skills are essential (written and oral)
- Organizational and time management skills are necessary

## **EDUCATION AND EXPERIENCE**

- Undergraduate Degree in Human Resources with at least 1 year of directly related experience or Certificate or Diploma in Human Resources with 2 to 3 years of directly related experience
- Industry or related industry (construction and/or manufacturing) experience preferred
- Positive attitude requiring the skills of a “working, hands-on coordinator” with an ability to handle a wide range of responsibilities and duties
- Experience leading a dynamic team within a fast-growing organization
- Excellent communication skills with the ability to negotiate, influence and inspire others in both written and verbal communication
- Strong work ethic, highly motivated and enjoys a challenge
- High level of professionalism, integrity, and ethics

## **CONDITION OF EMPLOYMENT**

- Confirmation you have received two doses of a Health Canada-approved COVID-19 vaccine or acceptable proof of medical or religious exemption

Interested candidates are encouraged to apply with their cover letter and resume to: [hr@alpsmj.com](mailto:hr@alpsmj.com). We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

ALPS Inc. is an Equal Opportunity Employer. We are committed to doing business inclusively and accommodate applicants with disabilities. If you require accommodation throughout the recruitment and selection process, please contact our Human Resources Team.