



JOB OPPORTUNITY

HY-TECH DRILLING IS LOOKING FOR A HUMAN RESOURCES COORDINATOR TO JOIN OUR TEAM AS SOON AS POSSIBLE, AT OUR HEAD OFFICE IN SMITHERS, B.C.

With facilities across Canada, Western Europe, Ecuador and the United States, and 350+ employees, Hy-Tech has been delivering superior drilling services for over 25 years. From our state-of-the-art maintenance and fabrication shop, we engineer, build, maintain and operate our own line of drills using hands on experience in the field to continuously improve. If you're a self-starter looking to realize your potential, we offer tremendous opportunities for advancement and career development. Our culture is close-knit, and no two days at work are ever the same.

The Human Resources Coordinator will support Hy-Tech by focusing on the development and delivery of HR programs, employee support and satisfaction, and contributing to the achievement of company goals and objectives.

RESPONSIBILITIES & KEY JOB FUNCTIONS

- Works with the HR Manager to develop and continually improve organizational programs and policies.
- Completes all requirements for the appropriate Worker's Compensation Board when an employee is injured and coordinates the Return to Work Program to minimize the impact of the injury for the worker and the company.
- Tracks and organizes employment related and incident statistics. Creates monthly reports for the Management Team.
- Coordinates and tracks applications for work visa for Hy-Tech's international operations.
- Supports the Field Scheduler/Recruiter by coordinating pre-employment assessments, preparing offers of employment and required paperwork, and ensuring a consistent on-boarding process takes place for each new employee.
- Coordinates the full-cycle recruitment of Office and Shop employees by working closely with the Manager to ensure a suitable candidate is selected.
- Monitors and follows up with employees to ensure their required training has been completed. Makes suggestions to continually improve the training provided by Hy-Tech.
- Assists in the development, review and updates of HR related documents (forms, job descriptions, processes, work instruction, etc.) and helps to ensure these documents are compliant with legal requirements.
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS

- 1-3 years of Human Resources experience in a fast-paced work environment.
- A proven generalist proficiency in Human Resources.
- Post-secondary diploma or degree in Human Resource Management or Business Administration is preferred.
- CPHR Designation is an asset.
- Knowledge of federal and provincial legislation and it's impact on the workplace.
- Experience with Microsoft Office.
- Strong organizational skills with attention to detail.
- Ability to build rapport and credibility with candidates, employees, foremen and management.
- Ability to handle sensitive and confidential information appropriately.

The successful candidate's salary will be based on their experience and qualifications. Some travel may be required.

Hy-Tech offers a competitive full benefits package and employer-matched RRSP program upon successful completion of a 3-month probationary period.

APPLICATION DEADLINE	October 16, 2018
HOW TO APPLY	Email your resume and cover letter to jobapps@hy-techdrilling.com and include 'HR Coordinator' in the Subject Line or drop off in person at 2715 Tatlow Rd, Smithers, BC.
FOR MORE INFORMATION	Call Coby at 250-847-9301 ext. 3205