



# Human Resources Manager

**Location: Edmonton, AB**

**Job ID: HRMEDM1903**

At Univar Solutions, we believe our culture is second to none. Imagine the stability of a multi-national corporation, with the comradery of a start-up. We foster a friendly, welcoming, high-performance environment where every idea and initiative is given the respect and attention it deserves. We're proud to offer our employees:

- Competitive salaries
- Comprehensive Medical/dental benefits
- Industry leading pension plan
- Bonus opportunities
- Paid training and development programs at every level
- Global career advancement and mentoring opportunities
- Education allowance

Our team is successful due to our mix of diverse backgrounds, education, experience and careers, and we are proud to be included on the Alberta's Top 75 Employer list and a recipient of Canada's Safest Employer award!

## About the position

Reporting to the Vice President, the Human Resources Manager will provide guidance on all HR functions including; recruitment, onboarding, employee relations, performance management, terminations and HR programs. If you are looking for the next step in your Human Resources career this is the opportunity for you!

## What you'll do

- Provide human resources expertise on all people-related matters. Support all levels of management to minimize risk on legal and compliance matters, ensuring adherence and interpretation of all relevant legislation, policies and procedures and collective agreements.
- Develop and implement strategies to maintain ongoing communication and positive relationships with the union's leadership and manage all aspects of the grievance process; including grievance resolution, mediation, arbitration and or conciliation.
- Manage full cycle recruitment function for assigned client group. This includes, but is not limited to; research, sourcing (cold-calling, Career Fairs, etc.), pre-screening, interviewing, qualifying, referencing and placement management.
- Provide leadership and support to managers and employees in the areas of performance counseling, employee retention, policy interpretation and implementation, human rights and employment legislation, conflict resolution and legal/contractual requirements.
- Develop, recommend and implement company policies, procedures, and appropriate training in all areas of employment, including employee relations and performance management.
- Identify employee engagement needs and opportunities for the business unit, leading initiatives where required. Support the implementation of the Engagement Survey Action Plans.
- Facilitate and embed performance management discipline across business unit.
- Lead the annual performance management process for assigned client group.



- Conduct performance management training and coordinate leadership development programs for assigned business group.
- Other duties as required.

### **What we would like from you**

- Degree in Business, Human Resources, or another relevant field along with a Certified Human Resources CHRP designation
- Minimum of 5-7 years Human Resources or equivalent business experience
- Ability to perform as a trusted advisor, to lead and be an effective team player with an understanding of how to build partnerships at all levels
- Knowledge of HR best practices and regulations, including the Employment Standards Act, Human Rights Legislation, and other governing bodies across all provinces
- Experienced in recruitment and selection
- Demonstrates sound judgment and problem-solving skills in resolving HR matters
- Exhibits high level of customer focus and service orientation

### **What do we do?**

Univar is a leading global chemical distributor of industrial and specialty chemicals, food ingredients and related products and services. Our wide Canadian distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers. Across North America, Europe, the Asia-Pacific region, and Latin America, our nearly 9,000 employees serve over 100,000 customers, representing nearly every major industry and a highly diverse set of end markets.

Safety is our top priority, the foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: [www.univar.com](http://www.univar.com)

### **Sounds awesome? Here's how you apply:**

Please send your resume and cover letter in Word or PDF format to [univarjobs@univarcanda.com](mailto:univarjobs@univarcanda.com). Indicate the job identification number in the subject line of your email. Please note; all candidates are subject to background and reference checks. Although we appreciate all applications, only those selected for an interview will be contacted. Thank you for your interest in Univar.