

# EMPLOYMENT OPPORTUNITY



City of  
**BATHURST**  
Ville de

The City of Bathurst is now accepting applications for the following position:

## **HUMAN RESOURCES GENERALIST**

### **DESCRIPTION:**

Reporting to the Human Resources Manager, the Human Resources Generalist contributes to the Corporation's success through leadership in human resources, including employee relations, training and development, employment legislation and policy interpretation.

### **KEY RESPONSIBILITIES:**

- Employee relations, including collective bargaining, coaching and consulting with the Management team in matters related to performance, absenteeism, conduct, etc.
- Provide guidance and support in interpretation, application, and administration of Collective Agreement(s) along with changes to the Collective Agreement(s) or HR policies.
- Grievance administration, including conciliation and arbitration and is required to present or assist in arbitration cases.
- Consult with regional union / management representatives on matters relating to working conditions, disciplinary issues, problem resolution, etc.
- Using exceptional communication and influencing skills to achieve balanced and pragmatic solutions to individual's employee relations issues.
- Coordinate employee onboarding and conduct new hire orientation and follow up.
- Human Resources projects as required.

### **THE IDEAL CANDIDATE WILL POSSESS:**

- Bachelor's degree in Business Administration or College diploma with a concentration in Human Resources or an equivalent combination of education / experience.
- Human Resources Designation considered an asset.
- 3-5 years of HR and employee relations experience.
- Strong relationship building skills and positive outlook.
- Strict attention to detail while working in a fast-paced, high demand environment.
- Strong time management and organizational skills with the ability to prioritize and multitask is required.
- Proven analytical and problem solving skills.
- Expert knowledge with MS Office products.
- Ability to work independently and within a team environment.
- Ability to work with confidential and personal information discreetly and professionally.
- Ability to maintain a high degree of professionalism and integrity to manage effectively in a unionized and complex workplace.
- Demonstrated superior oral and written communication skills in both official languages.

**The City of Bathurst offers a competitive compensation and benefits package.**

**Applicants must clearly demonstrate the essential qualifications to be given further consideration.**

Interested and qualified candidates are invited to submit their cover letter and resume (in confidence) **on or before Friday August 21, 2020** to:

**Mrs. Véronique Bourque**  
**Human Resources Manager**  
**150 St. George Street Bathurst, NB, E2A 1B5**  
**Fax: (506) 548-0581**  
**E-mail: [hr-rh@bathurst.ca](mailto:hr-rh@bathurst.ca)**

The City of Bathurst thanks all those who will apply, however, only those to be interviewed will be contacted.