

Senior Human Resources Advisor

Calgary, Edmonton, or Toronto



The Organization:

GEC Architecture ("GEC") is an architectural, planning, and interior design firm with a storied presence in Canada for over 50 years. We have offices in Calgary, Edmonton, and Toronto with 60 professionals working in architecture, interior design, graphic design, and finance & administration. Since 1966, GEC has completed over 1,400 buildings, in addition to numerous planning studies, functional programming, and interior design commissions. Projects have ranged from single-family housing to large-scale recreational, educational, institutional, and industrial work.

The Role:

We are seeking a well-rounded and versatile Senior Human Resources Advisor to join our team. In this new and exciting role, the successful candidate will lead the HR function in both the strategic and tactical priorities for our teams in Calgary, Edmonton and Toronto. GEC works as a single studio between all locations; therefore, this position is available to a candidate in any city.

Reporting Structure:

The Senior Human Resources Advisor reports to the Chief Financial Officer and will work closely with the rest of the Partners and senior staff in the firm.

Duties and Responsibilities:

- Provide full-cycle HR support in a broad range of areas including, but not limited to, Recruitment, On-boarding, Compensation & Benefits, Payroll, Employee Relations, Performance Management, and Training and Development
- Build and nurture positive working relationships across the business at all levels
- Design, optimize, and integrate HR programs based on internal and external best practice
- Support policy and procedure administration, as required; keeping up to date on changes to employment standards and other relevant legislations
- Consult and advise employees and managers on the application of company policies, processes, and programs
- Respond to HR inquiries from both employees and supervisors, addressing concerns in a timely and confidential manner
- Coach managers through performance management situations and provide guidance on best practices
- Facilitate workforce planning sessions with project leads to inform current and future talent requirements
- Manage the full-cycle recruitment process from posting to on-boarding for all work locations
- Implement a best-in-class onboarding experience for new hires
- Optimize the current performance management program, specifically targeting improvements to the annual performance review process
- Liaise with external vendors/consultants to evaluate training and development needs in service of enhancing employee development
- Work closely with the GEC leadership team to develop and sustain a competitive and equitable compensation and benefits plan
- Responsible for coordinating and administering current benefits plan
- Evaluate and support the transition of the payroll function to the Senior HR Advisor
- Lead and facilitate HR projects
- Perform other duties as required

Qualifications:

- Bachelor of Commerce or Arts degree with strong emphasis in Human Resources; CPHR or CHRL designations would be an asset
- 8+ years of progressive human resource experience in an environment with similar responsibilities. Previous experience in architecture or professional services sectors will be considered an asset
- Demonstrated ability to execute work at both the strategic and tactical level
- Broad HR experience, including depth in at least some of: Recruitment, On-boarding, Compensation & Benefits, Payroll, Employee Relations, Performance Management, and Training and Development
- Proven track record of developing and implementing HR policies and programs
- Proven ability to take initiative and to build strong and productive working relationships
- Ability to work and influence across multiple geographical teams
- Strong understanding of Alberta and Ontario Employment Standards Legislation
- Outstanding communication skills (written, oral, comprehension)
- Strong project management, time management and organization skills
- Strong collaborator and facilitator who can readily adapt to differing team dynamics

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- Self-directed, results-oriented, able to work under tight deadlines
 - Ability to interact professionally with office leadership and staff
 - Ability to travel to Edmonton, Calgary and/or Toronto, on occasion

For more information, please visit www.gecarchitecture.com.

Employment Status:

Full-time, permanent

Application Instructions:

Please submit a resume and cover letter that outlines why your skills, experience, and traits would make you an excellent candidate for the Senior Human Resources Advisor role at GEC. If you are interested in joining our team, please apply here: <https://www.fitzii.com/apply/58397>

Application Deadline:

Open until a suitable candidate is found

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.