



JOB DESCRIPTION

Job Title: People & Culture Generalist Position Number: 90-13

Incumbent: Vacant Effective Date: May 2026

Employment Status: Permanent Bargaining Unit: Yes No

Supervisor's Title: Manager, People & Culture Department: People & Culture

SUMMARY

Reporting to the Manager, People & Culture (P&C), the People & Culture Generalist provides a broad range of human resources and administrative support services in a collaborative, team-based environment. The role supports employee benefits and compensation administration, payroll coordination, leave management, recruitment and onboarding, training and development, labour relations administration, and HR operations while ensuring compliance with applicable legislation, collective agreements, and organizational policies and procedures.

DESCRIPTION

Benefits and Compensation Administration

- Administer employee benefit programs including group insurance, pension plans, RRSP programs, and related services.
- Assist employees with benefit, leave, and retirement inquiries and entitlements.
- Maintain accurate employee leave records and related documentation.
- Coordinate salary adjustments, allowances, and payroll-related changes.
- Assist with the development and distribution of employee benefit communications.

Human Resources Administration

- Administer employee lifecycle activities including hiring, transfers, terminations and leaves
- Maintain accurate employee records, HR databases, and HR information systems.
- Ensure confidentiality and compliance with applicable legislation, collective agreements, and organizational policies and procedures.

Training and Development

- Coordinate employee training and development activities, including scheduling, tracking, and reporting.
- Supports the development of departmental learning plans.
- Maintains Learning Management System (LMS).

Employee Relations and Recruitment Support

- Respond to employee and external agency inquiries related to payroll, benefits, leave entitlements, insurance, retirement plans, and HR policies.
- Provide first level guidance on the interpretation and application of collective agreements, labour standards, and HR procedures.

JOB DESCRIPTION

- Support recruitment and onboarding activities including job postings, candidate coordination, relocation, and housing arrangements.
- Maintain recruitment systems and related documentation.

Administrative and Organizational Support

- Coordinate meetings, prepare agendas, record meeting minutes, and provide general administrative support.
- Support performance review tracking, organizational chart updates, employee recognition programs, and other HR-related administrative functions.
- Assist with job fairs and employee events, and special projects as assigned.

EDUCATION AND EXPERIENCE

- Degree or Diploma in Human Resources, Business Administration, or a related field, with several years of related experience.
- Payroll Compliance Professional (PCP) designation from the National Payroll Institute is considered an asset.
- Experience working in a unionized environment with knowledge of labour standards and labour relations practices.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable federal and territorial employment legislation, labour standards, labour relations practices, and collective agreement administration.
- Ability to interpret and apply legislation, policies, procedures, and collective agreements while providing sound guidance to employees and management.
- Proficiency with Microsoft Office applications, HR information systems, and Learning Management Systems.
- Strong organizational, interpersonal, and customer service skills.
- Strong judgment, problem-solving, and decision-making abilities.
- Ability to manage multiple priorities while maintaining accuracy and confidentiality.
- Ability to work independently and collaboratively within a team environment.
- Ability to work respectfully and effectively in a diverse and cross-cultural workplace.

WORKING CONDITIONS

Works primarily in a normal office environment with minimal exposure to physical injury or adverse environmental conditions. Some travel may be required.