



# YUKON ENERGY CORPORATION

## People and Culture Generalist-Whitehorse

### Position # 90-13

#### **The Opportunity: People and Culture Generalist**

Permanent, Full-Time position, based out of Whitehorse, Yukon.

**Are you passionate about people, systems, and creating a positive employee experience? Yukon Energy is looking for a People & Culture Generalist to join our team in Whitehorse, Yukon—where you'll play a key role supporting employees and leaders across the organization while helping build strong HR programs and processes that keep our teams running smoothly.**

**What will you do:** As a member of the People & Culture team, you will:

- Support a wide range of HR functions including recruitment and onboarding, benefits and compensation administration, payroll coordination, leave management, training and development, and day-to-day HR operations.
- Provide administrative and labour relations support while ensuring compliance with applicable legislation, collective agreements, organizational policies, and internal procedures.
- Coordinate employee lifecycle processes and maintain accurate HR records, systems, and documentation to support efficient and responsive People & Culture services.
- Collaborate with employees, leaders, and external partners to support HR initiatives, employee programs, and continuous improvement across the organization.

**What you need to succeed:**

- 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 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.

**What is in it for you:**

- Competitive Pay with annual cost of living increase
- Northern Allowance: \$7,000 + 5% Base Pay added to Base Salary
- Comprehensive Benefit Package that begins the first day of employment



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- 160 hours of vacation leave, 160 hours of sick leave, 40 hours of special leave
- Travel Allowances for employee and their spouse and dependent(s)
- Annual Wellness Subsidy
- Cell Phone Subsidy
- RRSP Match begins first day of employment
- Training and Development opportunities
- Opportunity to be a part of something greater and help the Yukon

**Who we are:** Yukon Energy is the primary generator and transmitter of electrical energy in the Yukon territory, operating within the Traditional Territories of Yukon First Nations. We take pride in our commitment to sustainability and collaboration with Indigenous communities across all our operations.

**Yukon Energy values diversity in the workplace. We strive to achieve a skilled workforce that is representative of the population we serve, and we are committed to the employment and professional development of Yukon First Nations citizens. First Nations candidates are encouraged to self-declare.**

To **apply**, please go to [Recruitment \(adp.com\)](#).

If you have any questions, please feel free email People & Culture via email at [hr@yec.yk.ca](mailto:hr@yec.yk.ca). The posting will remain open until the position is filled.

For more information on Yukon Energy, please go to: <http://www.yukonenergy.ca>.

We thank all candidates for applying but only short-listed candidates will be contacted. **Applicants must be legally entitled to work in Canada for any employer without employer sponsorship.**

Date Posted: May 15, 2026