



**JOB POSTING:** 2020-108

**JOB TITLE:** Human Resources Director

**COMPANY:** Coulson Group

**REPORTS TO:** VP of Finance and HR

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**ABOUT THE COMPANY:**

At the Coulson Group, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work. Family owned and operated since 1960, the Coulson Group of Companies began with Coulson Forest Products. During the 1990s, the Coulson Group expanded into Aviation and have become global leaders in aerial firefighting, emergency personnel transport and other heavy lift operations. Coulson Aviation operates in North America, South America and Australia and we expect to expand our specialized missions to other countries around the world. In addition to aviation we operate Port Alberni's local gaming centre and restaurant, Chances RimRock and Cypress Restaurant. In 2012, Coulson Ice Blast was founded, a wet & dry ice blasting cleaning technology business and have expanded the group further launching Coulson Entertainment, a division that provides large scale aviation props to movie productions.

Coulson Group is founded on innovation, diversification and entrepreneurial spirit and values safety first, environmentally friendly, working smarter and harder than the competition and customer service excellence.

**WHAT WE'RE LOOKING FOR:**

This full-time permanent position supports our rapidly expanding operations both domestically and abroad. We are seeking an experienced Human Resource professional to plan, lead, direct, develop, and coordinate the Corporate HR policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's HR talent strategy.

***This position is based in Port Alberni, BC Canada. Candidates must be eligible to work in Canada.***



### Duties and Responsibilities:

- ~~Develop Company strategies by identifying and researching human resources issues;~~ Be a key senior team player by contributing information, analysis, and recommendations to the Organization's strategic thinking and direction.
- Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, training and development, records management, succession planning, employee relations and retention.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, ~~counsel,~~ guiding manager's disciplining of staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation, designing systems; implementing HR tech, ~~resolving problems; implementing change.~~
- Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analysis of results; initiating corrective actions; minimizing the impact of variances.
- Accomplishes special projects by identifying and clarifying issues and priorities; communicating and coordinating requirements; ~~expediting fulfilment; evaluating milestone accomplishments; evaluating optional courses of action;~~ changing direction as required to accomplish objectives.
- Supports management by providing human resources advice, counsel, and decisions; analysis of information and applications.

### Requirements:

- At least five years of diverse human resource management experience required, including talent management, learning & development, succession planning, HR technology, benefits design, and compensation.
- Experience developing and implementing a formal set of HR policies
- Thorough knowledge of multiple employment related laws and regulations
- Ability to adapt to the needs of the organization and employees
- Strong verbal and written communication skills
- Excellent interpersonal and negotiation skills



**Preferred Experience:**

- Experience with Change Management in a rapidly growing, dynamic environment
- Experience in implementing a new HRIS system, including selection of the system
- Experience designing and rolling out formal goals & objectives program, including related compensation component
- Experience in multinational setting

**HOW TO APPLY:**

Please submit your resume with a cover letter outlining your experience and salary expectations to [jobs@coulsongroup.com](mailto:jobs@coulsongroup.com). Please quote “**2020-108 – Human Resources Director**” in the subject line.

***We would like to thank all applicants in advance for their interest; however, due to the volume of applications we receive, only those selected for an interview will be contacted. No phone call please.***

**BENEFITS:**

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, pension, and the possibility for bonuses. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive work-life balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs

Port Alberni is a jewel nestled in the Alberni Valley, offering many outdoor activities during your down time, including water sports, camping, hiking, snowshoeing, and others. With lakes, the Inlet, and mountains all around, you will never run out of things to do here. There is a movie theatre that is currently undergoing renovations, and many shops owned and operated by residents. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

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COULSON FOREST PRODUCTS LIMITED    COULSON ICE BLAST LTD.    COULSON AIRCRANE LTD.  
COULSON AVIATION (USA) INC.    COULSON AVIATION (AUSTRALIA) PTY. LTD.



If you're looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive West of town. Or, if you're not looking for waves, Nanaimo is only an hour East, while Victoria is less than three hours South. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is also less than two hours Northeast of the Valley, offering mountain biking, skiing, caving, and other outdoor activities. And let's not forget those adorable goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.