



2024-07-05

ENWIN Utilities Ltd., is currently accepting applications for the position of:

Temporary Human Resources (HR) Generalist
(12 months)

Reporting to the Manager People and Culture, the Temporary HR Generalist will perform a range of duties supporting supervisors, managers, directors and the Manager and Director of People, Safety and Culture. The duties may consist of benefits and pension administration, training and development, labour relations, recruiting, attendance management, corporate events, employee wellness, records management, and other HR programs. The incumbent will provide resolutions and consulting in the above areas. In addition, this position will ensure accurate updates to the Learning Management System, and HRIS systems, complete monthly reporting and billing requirements, and updates to the Key Performance Indicators.

The successful applicant must have the following skills and competencies:

- University degree in Business with a concentration in Human Resources or relevant field of study with minimum of 3 years' relevant experience OR College diploma in Business Administration with a concentration in Human Resources and more than 5 years' relevant experience.
- Advanced understanding of relevant legislative standards, reporting requirements, health and safety and human resources standards and practices.
- Fluent in Microsoft Office (Excel, Word, PPT), and experience in ERP systems.
- Certified Human Resources Professional Designation is an asset.
- Labour Relations experience including interpretation of collective agreement language is an asset.
- Relevant experience in a utility environment is an asset.
- Excellent communication and presentation skills.
- Training and Development experience.
- Ability to effectively organize, prioritize and execute tasks.
- Strong analytical and problem-solving skills.
- Able to effectively manage relationships and work in a team environment and individually.

Salary Range for Qualified Candidates: \$95,979 - \$106,643

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday July 19, 2024. Please quote File #EWU-24-01-021 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.