

HR Advisor

[78 O'LEARY AVENUE, ST. JOHN'S, NEWFOUNDLAND AND LABRADOR, CANADA, A1B 2C7](#)

FULL-TIME . AUGUST 28, 2023

Description

We are currently recruiting an HR Advisor to join our team in St. John's, Newfoundland. As a member of the Human Resources team, the Human Resources Advisor is responsible for recruiting and onboarding, training and development and administrative management for the Human Resources Department.

The HR Advisor will ensure Marco's recruitment and onboarding strategy is conducted proactively to provide timely support to operations. In addition, the HR Advisor will work under the guidance of the Director of Human Resources and the Chief Operating Officer to create formalized internal advancement programs and facilitate existing training and development initiatives.

This position will report directly to the Director of Human Resources and work closely with Marco's Senior Leadership team members.

Company

Marco is an awarded Best Managed Company specializing in P-3, design-building, construction management, and general contracting for the retail, commercial, recreational, multi-residential, entertainment, health care, educational and light industrial sectors. Our offices are located in St. John's, NL and Dartmouth, NS.

No matter how big our company grows or how far we span across the country, Marco is rooted in family values. Our employees are never a number, are rewarded for their abilities, and provide opportunities to grow their careers.

We are committed to investing in our employees through training, mentorship, and continuous education. We offer a competitive compensation package, employee profit-sharing, a corporate wellness program, a diverse work environment, health benefits, RRSP matching, and advancement opportunities.

Responsibilities Include

Recruitment

- Assist in the recruitment and selection process and the placement and transfer of internal employees.
- Facilitate full cycle recruitment to create a strong talent pipeline.
- Create and post positions on social platforms, pre-screen, interview and reference check.

- Notify candidates of interview results (successful/unsuccessful).
- Ensure timely entry and maintenance of the applicant tracking system.
- Draft offers of employment and update existing employment contracts.
- Manage the student recruitment efforts for the organization.
- Attend job fairs and post-secondary institutes to facilitate recruitment initiatives.
- Manage Marco's employee referral program.
- Conduct exit interviews and report trends to the HR Director.

Onboarding

- Facilitate and conduct onboarding and orientation for new hires.
- Issue onboarding documents and provide to payroll.
- Coordinate the logistical requirements for project onboarding.
- Update onboarding documents in the HRIS system.

Training and Development

- Facilitate the creation of a formalized training and advancement program for positions within the organization.
- Create and distribute training plans to new hires and current employees.
- Administer the internal training and development process.
- Organize training and development events.
- Ensure all the training and protocol documents and resources are current and accessible.
- Lead Marco's Procore task force and roll out new initiatives and updates to the program.
- Communicate training and resource updates to all employees in the organization.

Administrative

- Ensure accurate and timely human resources records are maintained.
- Act as the first point of contact for department phone calls.
- Update employee information in Marco's HRIS system.
- Assist with Marco's Wellness program.

Qualifications

- 5+ years of HR experience in the commercial construction industry.
- Experience recruiting in challenging markets.
- Previous experience development training and advancement programs.
- Bachelor's degree in business or humanities.
- CPHR designation or working towards the designation.
- Critical thinker who maximizes efficiency and outcomes by working with the Director of Human Resources and Marco's leadership team.
- Exceptional communication skills with the ability to create and foster an open and collaborative environment. Is able to exhibit confidence and professionalism in all forms of communication.
- Strong team player who supports the broader goals and best interests of the organization at all times.
- Innovative and continuously looks for ways to advance organization and stays informed on trends and best practices.

The Marco Group encourages and embraces a diverse workforce; we love to see candidates applying with varying gender, age, religion, race, ethnicity, cultural background, sexual orientation, language, and abilities.

[Marco Group Job Board - Apply to HR Advisor \(applytojobs.ca\)](https://applytojobs.ca)