

ICPP Human Resources Coordinator

Company Overview

Horizon Maritime is a leading marine service provider offering offshore fleet operations, inshore operations, a crewing division and diversified joint ventures. Our company is built on a foundation of trust and integrity, driven and developed by energetic, hands-on professionals in a collaborative environment. All of our operations are supported by an unwavering commitment to health and safety. We understand our client needs, and create innovative solutions for lasting success.

This position will be funded under the Indigenous Career Pivot Project (ICPP), an Ocean Supercluster program to facilitate and support meaningful work placements for Indigenous peoples wishing to explore career options in the ocean economy. The project supports the employment of Indigenous peoples in Ocean Supercluster member companies. Placement support programs last for 12 months with a focus on creating permanent full-time positions. This position will be located in Horizon Maritime's St. John's Office; this is a full time one year position with potential for contract renewal at the end of the placement.

Position Summary

The Human Resources Coordinator will be responsible for providing day-to-day support to the Human Resources and crewing team with a focus on Indigenous recruitment, training and logistics. The Coordinator's primary objective will be to assist in the development and management of Horizon's Cadet training program in conjunction with marine schools, partnering Indigenous communities and other stakeholders to ensure successful execution of the program. The Coordinator will take the lead on engaging with communities and candidates, recruiting, selecting and supporting cadets onboard Horizon vessels. The Coordinator will support Horizon Maritime's fleet and office staff, while contributing to adhoc HR support requests of Horizon's associated joint ventures. Other duties may include, policy and procedures development, project work and preparation of reports and other research in support of departmental objectives.

Job Duties

- Assist in the full cycle recruitment and selection process; conduct prescreening, interviews, background checks, offers of employment and onboarding.
- Manage and coordinate Horizon's cadet program:
 - Liaise with nautical insititutes across Canada to coordinate regular cadet placements;
 - Represent the company at virtual and in person events – career fairs, community engagement sessions, industry events and conferences;
 - Participate in cadet onboarding; prepare new hire contracts and paperwork;
 - Track the metrics of cadet placements, gather exit survey insights;
 - Identify high potential cadets, facilitate position offers upon graduation.
- Support the Crewing Lead in the following activities:
 - Onboarding,
 - Training coordination,
 - Data entry in our HRIS,
 - Running reports,



- Assisting with travel and logistics,
 - Approving crew expenses.
- Regularly update the HRIS to streamline training compliance and meet payroll deadlines
 - Update personnel information, contract details and next of kin data;
 - Ensure training, certification and medicals meet regulatory standards;
 - Maintain a regular crew schedule, monitoring and updating rotation plans;
 - Ensuring crew time is entered according to payroll cutoffs and timelines.
- Promote positive employee relations:
 - Assist with and escalate employee complaints and incidents, maintain positive working relationships with employees, management, crew and clients;
 - Advise and assist management and crew on the interpretation and administration of policies, programs and best practices.
- Compile statistical reports and metrics at the direction of HR management team including turnover, employment equity, residency, training, etc.
- Work closely with the VP of Human Resources to develop, review and update corporate policies and procedures as required with current legislation and best practices.
- Source, quote and book training as required.
- Participate in internal and external industry audits.
- Assist with reception, phone coverage on an as needed basis.
- Other duties as required.

Qualifications & Skills:

- Post-Secondary Degree or Diploma in Human Resources or a related field.
- CHRP designation or actively working towards the designation will be considered an asset.
- Experience in a Human Resources setting preferred.
- Excellent computer and data entry skills; Knowledge of MS Office 365 products, Mac, Sharepoint and HRIS programs.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy driven.
- Excellent time management and organizational skills.
- Service oriented and ability to work as a team member.
- Ability to work independently to complete tasks within deadlines.

All qualified and interested applicants are encouraged to apply by emailing a copy of their resume and covering letter, in confidence, to resumes@horizonmaritime.com quoting “ICPP HR Coordinator” in the subject line. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Horizon Maritime acknowledges our successes are a direct result of our collaborative business processes which fosters inclusion and growth of diverse working groups. We are an equal opportunity employer – we welcome applications from women, Indigenous peoples (status and non-status), visible minorities, and people with disabilities. See your full potential realized; be a part of our mission to achieve the extraordinary!

