

Workforce and Human Resources Administrator

St. John's

Who are we?

The Cahill Group is one of the largest multi-disciplinary construction companies in Canada. Cahill is building the future of oil and gas, mining, hydro, and social infrastructure on some of the largest construction and fabrication project sites in the country.

People really are at the heart of everything we do. So, we will always put the health, well-being, and safety of our people above all. We take care of our people, through investment, training, competitive compensation, health plan benefits, and unique programs to support the health and well-being of you and your family. Cahill is currently recruiting for a Workforce & Human Resources Administrator to support our corporate and project delivery teams across Canada.

What will you do?

- Work as a part of the Human Resources team to support the onboarding, pre-access and mobilization of our unionized workforce.
- Track and action requests from project teams and referrals from unions to ensure that appropriate trades personnel are referred.
- Support the day-to-day labour inquiries from the project teams.
- Foster a positive employer-union relationship.
- Coordinate with HSE to ensure all required training certifications are received and valid prior to mobilization
- Ensure the layoff of trades personnel is based on the applicable project agreements and follow proper process
- Assists with the demobilization of trades and track key personnel for re-assignment
- Develop a general understanding of the applicable Collective Agreement and supports the consistent application of these applicable agreements
- Schedule interviews for members of the HR Team and conduct reference checks for successful candidates

What will you bring?

- 3-5 years administrative experience
- Office Administration Diploma/certificate or an equivalent combination of education and experience will be considered
- Experience on a construction project, in Human Resources or labour relations is considered an asset
- General knowledge of unionized environments

- Advanced level skills in MS office
- Excellent interpersonal skills including: communication and collaboration
- Ability to prioritize tasks and complete deliverables under deadlines in a fast-paced environment