

Marco is one of the largest Atlantic Canadian based general contractors. We operate in the retail, commercial, recreational, multi-residential, entertainment, health care, educational and light industrial sectors as design builders, construction managers, and general contractors. We operate throughout the Atlantic region and other areas of Canada with offices located in Dartmouth, NS and St. John's, NL. Due to our rapid growth we are seeking applications for the following position in St. John's, NL:

Human Resources Manager

Working under the supervision of the Vice President, Finance & Administration and the senior management team, the ideal candidate would possess the following:

- Completion of a relevant post-secondary degree or diploma with a focus on Human Resources
- 5+ years work experience in a Human Resources role
- CPHR designation considered an asset
- Experience in commercial construction would be an asset
- Energetic self-starter who enjoys working in a fast paced, team oriented environment
- Excellent computer systems skills - MS Office and HRIS
- Excellent oral and written communication skills

The successful candidate will be responsible for the development, implementation and maintenance of the entire Human Resources program. Key responsibilities will include:

- Selection, implementation, maintenance of a human resources system that meets senior management information needs
- Management of the talent acquisition process, including sourcing, screening, interviewing, hiring, onboarding and offboarding
- Administration of benefits programs such as life, health and dental insurance, pension plans, vacation, sick leave, leave of absence, employee benefits, etc.
- Development of training and performance management programs that ensures all employees are familiar with their job responsibilities, as well as relevant legal and safety requirements
- Investigation and resolution of employee issues, concerns and conflicts
- Ensure all employment practices comply with relevant legislation

Marco offers a competitive compensation package; a corporate wellness program; a diverse work environment; full health benefits and pension; continuing education; and the opportunity for advancement. This is a great opportunity for individuals who wish to join a strong, successful and highly respected growing team.

If this opportunity matches your experience and interest, please forward your resume in confidence to mfowlow@marcogroup.ca. We thank all applicants for their interest; however, only candidates selected for an interview will be notified.