



JOB TITLE: Human Resources Manager

DEPARTMENT: Coulson Group of Companies

REPORTS TO: CEO

Date: May 4, 2018

ABOUT THE COMPANY

At Coulson we know that our employees are our strongest asset. Guided by a successful past and long-term innovative vision for growth, our success moving forward will be driven by the excellence of our people and the strategy behind our approach. For us, aircraft fire fighting and developing new industrial technologies are much more than pieces of metal and components. We are determined to make a difference saving lives and homes. We also strive to improve the environment we share around the world.

Family owned and operated, the Coulson group of companies began in 1960 with forestry in British Columbia. During the 1990's Coulson expanded into aviation and led by an innovative management team we've become one of the top aviation fire fighting companies in the world operating in USA, Australia and elsewhere. In addition to aviation we pursued other opportunities. Recently we were recognized with awards for our innovation and success developing an industrial cleaning technology valuable in many industries.

ABOUT THE ROLE

Due to our rapid business growth, we are looking for an experienced HR Manager who wants to join our fast-growing entrepreneurial management team. This important role reports to the CEO and is responsible for:

- Managing all human resources needs

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- Coordinating hr activities between head office and the divisions to ensure all policies, procedures and compliance needs are met

DUTIES AND RESPONSIBILITIES

- Plays leadership role in the development of performance metrics aligning goals of the CEO with those of the division leaders.
- Carries out responsibilities in accordance with the organization's policies and applicable laws, including training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Regarding aircraft staff training, become knowledgeable of the requirements to meet US FAA and Transport Canada regulatory needs. Work with the General Manager to ensure appropriate staff continue compliant using online module training as well as attending and completing required courses.
- Lead in the performance review process for all staff and relevant contractors.
- Performs compensation benchmarking.
- Monitors legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Advises management on appropriate resolution of employee relations issues.
- Provides guidance to supervisors and employees for problems originating from individual work situations or work environment. Supports management and employees on grievances and complaints. Takes appropriate steps to see that they are resolved or channeled to higher management, if necessary.
- Leads efforts to ensure compliance with leaves of absences, employee files, and monitoring of staff licenses. Monitor licenses and certification expiration dates.
- Is point of contact for queries of the company health-benefits plan for affected staff
- Ensures all required work visas and permits are obtained
- Conducts recruitment activities and coordinates with head office on the hiring process
- Supports team members to achieve team goals
- Monitor and addresses leaves of absence
- Assists in employee engagement and retention programs
- Assists in new employee orientation
- Other duties as required.



THE IDEAL CANDIDATE WILL HAVE:

- Minimum of five (5) years of management experience in Human Resources required
- B.S./B.A. Degree in Human Resources or related discipline is desirable
- Human Resources certification, or professional Human Resources affiliations
- Strong computer and analytical skills, be detail oriented
- Excellent interpersonal, verbal and written communication skills
- Good organizational skills and work habits
- Able to delegate effectively, encourage communication in a team environment
- Flexible to changing business needs
- Demonstrated success on an HR team
- Experience handling employee relations issues, including conducting investigations and monitoring performance
- Ability to use independent judgment to organize and prioritize work
- Demonstrated excellence thriving in a fast-paced environment
- Ability to work effectively with Microsoft Outlook, Word, Excel, and Power Point
- Experience supporting engineers, pilots or production technicians is desirable

OTHER RESPONSIBILITIES:

- Embrace and pro-actively support Coulson's company values and culture of teamwork, environmental sustainability, and corporate and social responsibility.

COMPENSATION:

- Compensation will be based on qualifications and experience. The successful candidate will be provided a competitive salary, bonus capability and enrolled in the company benefits plan.
- We wish to highlight we're an employer operating in a very affordable real estate market, with easy access to some of the best outdoor activity in a moderate to warm climate.

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- Candidates must be eligible to work in Canada. The position will be located at our corporate head office in Port Alberni, BC.

HOW TO APPLY:

Please email your application to jobs@coulsongroup.com, and include Posting Number **459816** in the subject or body of the email application.

We would like to thank all candidates in advance for their interest, however only those considered for an interview will be contacted.