



**B.G.E. SERVICE & SUPPLY LTD.**

## **Human Resources Generalist**

B.G.E. Service & Supply Ltd. provides quality filtration solutions for people, places, and processes. To further our growth and success, we are looking for an outgoing and organized individual to work alongside our **Edmonton team** in the role of **Human Resources Generalist**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Whatever it Takes, and Be the Experts**.

The Human Resources Generalist will support the Human Resources Business Partner in all aspects related to Human Resources and has an integral role in fostering a positive work environment aligned with our culture, values, and BGE's strategic plan. This position offers exposure and experience working in all areas of Human Resources and is the perfect opportunity for an HR professional who is looking to gain experience working in a growing organization.

### **Responsibilities:**

- Full-cycle recruitment activities for positions across the organization, including onboarding/offboarding for all roles and preparation of job descriptions.
- Champion employee engagement initiatives.
- Attend and assist with company events.
- Act as a point of contact for employees and managers regarding HR programs and policies.
- Cultivate and maintain positive employee relations.
- Research and develop onboarding programs for key positions.
- Assist with compensation research and recommendations.
- Update the company organizational chart, prepare the birthday/anniversary calendar, and birthday cards prior to the end of each month; send calendar and cards to branches.
- Assist with upcoming implementation of new HRIS.
- Provide backup coverage for Payroll processing.
- Assist with the preparation of the annual HR Business Plan and budget.
- Demonstrate a commitment to safety by supporting the Company's safety culture.
- Other duties as assigned.

### **Qualifications/Experience:**

- Minimum 4 years direct human resources experience, with a focus in recruitment.
- Post-secondary education in Human Resources Management.
- Excellent attention to detail is a must.
- Exceptional communication skills and a customer service attitude.
- Experience with an HRIS implementation is highly desirable.
- Organized and self-motivated.



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- Proven ability to meet deadlines and hold others accountable to do the same.
- Demonstrated ability to handle confidential and sensitive information in a professional and ethical manner.
- Strong computer proficiency, including MS Office.
- Motivated to improve current work practices and take ownership of responsibilities.
- Must be legally entitled to work in Canada.
- Must be able to travel to other branches, in Western Canada, on occasion.

**What we can offer you:**

- Competitive compensation.
- Benefits package and RRSP matching program.
- Supportive work environment.
- Opportunities for training and development.

**When submitting your application, please include, within your cover letter, which one of our core values (Together We Are Better, Whatever it Takes, or Be the Experts) stands out to you the most and why.**

Please submit your application to [careers@thefiltershop.com](mailto:careers@thefiltershop.com) or fax it to (780) 437-2133 - please reference the job title and location when you apply.

*B.G.E. Service & Supply Ltd. hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.*

*We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.*