



Position: HR Generalist, part-time

Location: Coquitlam, BC

- Exciting opportunity for a motivated **HR Generalist** looking to join a family owned business in a **part-time, flexible capacity** (3 days/week)
- Be challenged at work every day in a dynamic, relationship-driven role
- **Work close to home** in this Coquitlam based office environment
- Join a team-based culture and enjoy great benefits, including flexible group extended health, dental and life insurance, health and wellness spending accounts and Group RRSP Matching Program

About the Organization:

Skeans Pneumatic and Automation Inc. is one of Western Canada's leading Pneumatic & Electrical Automation and Compressor Room Systems distributors, with six full-service locations in British Columbia, Alberta, Saskatchewan and Manitoba.

For 50 years, our family owned and managed company has provided automation and compressed air solutions to a diversified industry base across Western Canada.

Whether our clients need a compressed air energy audit, special pneumatic cylinder designs, electric actuation, robotics, optical sensors or machine safety systems, we have the right solution! To learn more about us, please visit our [website](#).

About the Opportunity:

Skeans Pneumatic and Automation Inc. has an exciting opportunity for a **part-time HR Generalist** to join the team at our headquarters in Coquitlam, BC. The capacity would be 3 days or 24 hrs per week.

In this dynamic role, you will support our HR Manager to implement efficient and professional human resources programs and processes across our seven regional offices. This role requires hands on involvement with many aspects of HR including recruitment, benefits, reporting systems, employee engagement and employee performance development.

We are looking for a resourceful individual who enjoys continuous learning and building relationships - someone who has a creative mind for problem solving and superb interpersonal skills.

You will be required to use your strong communication and organization skills to carry out the following duties:

- Recruitment process: developing and maintaining job descriptions, screening resumes, interviewing and reference checking
- Maintain Employee Handbook, review procedures and policies to promote a productive and respectful workplace
- Actively advise and provide guidance to managers on performance development, including facilitating employee review meetings and tracking employee performance
- Develop succession planning, as well mentoring and cross training opportunities for employee development

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- Assist in the administration of the recognition and employee engagement programs and initiatives including: years of service, health & wellness spending accounts, charitable giving, and employee social events

This is a great opportunity for candidates with 2-3 years' experience as a HR Generalist or HR Administrator, and someone who is looking to develop their career on a flexible part-time basis, close to home. A diploma or degree in Business, Human Resources or other relevant field is preferred.

Our ideal candidate will have demonstrated experience working independently and collaboratively with teammates. Strong attention to detail and excellent organizational abilities are essential in this role. Experience using computer programs such as Outlook and Excel will be an asset.

An energetic, positive can-do attitude will set you up for success and most importantly adaptability, as no two days are the same in this dynamic role!

Our close-knit team at SKEANS all strive to embody our values of: Integrity, Trust, Knowledge, Respect, Teamwork, Consistency, Family, Commitment, and Fun and ideally our successful new candidate will do the same.

About the Benefits:

In exchange for your hard work and dedication, you will be rewarded with a **competitive remuneration package** based on your skills and experience. You will also receive a great range of benefits, including:

- Comprehensive group insurance
- Extended group health and dental benefits
- Healthcare and Wellness Spending Accounts
- Group RRSP Matching Program
- Comprehensive internal and external training programs
- Continuing Education support

If you enjoy working in a fun, team-based environment and possess the drive to take on an exciting new challenge - Apply Now!

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