

NOW HIRING!



People & Culture Advisor

Are you ready to take the next step in your HR career and make a meaningful impact? As a People & Culture Advisor at Harbour Air, you'll play a key role in shaping and supporting our people strategies, providing expert guidance on HR policies, employee relations, and talent development. This role is ideal for someone with a strong foundation in HR who is ready to take ownership of complex initiatives and contribute to a high-performing, people-first culture.

At Harbour Air, we're a growing, innovative company that values team spirit, efficiency, and integrity. With opportunities to drive change, optimize processes, and collaborate with leaders across the organization, this is more than just a job—it's a chance to influence and enhance employee experience. If you're a proactive HR professional who thrives in a dynamic environment, we'd love to hear from you!

WORK HOURS: Full Time (Monday to Friday), 40 hours a week

LOCATION: 4760 Inglis Drive, Richmond (YVR); hybrid work schedule

TERM: Full Time Permanent

DEPARTMENT: People & Culture

COMPENSATION AND BENEFITS: Competitive wage, flight perks (buddy passes and global inter-airline partnerships), extended health benefits, discounts at local restaurants and partner organizations, staff events and much more!

Responsibilities and Expectations

Employee Relations & Compliance

- Serves as the primary point of contact for employee relations matters, providing guidance to employees and leaders on workplace concerns, conflict resolution, and investigations.
- Ensures compliance with employment laws, company policies, and workplace regulations, including handling WorkSafe BC claims, return-to-work programs, and workplace accommodations.
- Conducts workplace investigations, identifies risks, and recommends solutions to mitigate employee relations issues.
- Advises leaders on P&C policies, risk management, performance concerns, and best practices to foster a positive, legally compliant work environment.
- Provides support on policy interpretation, disciplinary actions, and conflict resolution strategies.

Talent Acquisition & Workforce Planning

- Works with the P&C team for the full-cycle recruitment process, including sourcing, screening, interviewing, and hiring talent.
- Facilitates in onboarding and orientation programs to ensure a seamless integration of new hires into the organization.
- Collaborates with leadership to develop workforce plans, manage vacancies, and support succession planning to align talent strategies with business objectives.
- Supports leaders in performance management, including coaching, development planning, and performance improvement processes.

Compensation, Benefits & HR Operations

- Supports the administration of compensation and benefits programs, including employee enrollments, changes, and inquiries.
- Partners with leadership to evaluate and maintain competitive compensation structures and pay equity.
- Maintains HRIS and other HR systems to ensure data accuracy, employee record management, and compliance reporting.
- Prepares and analyzes HR reports related to recruitment, turnover, compensation, benefits utilization, and employee engagement metrics to drive data-informed decisions.
- Assists in the continuous improvement of HR processes, policies, and workflows to enhance efficiency and compliance.

Employee Engagement, Development & Culture

- Designs and implements employee engagement programs, including recognition initiatives, team-building activities, and culture enhancement strategies.
- Identifies training needs and coordinates learning and development opportunities for employees and leaders to support career growth and skill development.
- Facilitates training sessions on P&C-related topics
- Supports diversity, equity, and inclusion (DEI) initiatives to foster an inclusive, high-performing workplace.

Other Duties as Assigned

Qualifications/Assets

Education & Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience in an HR advisor or similar role

Knowledge & Skills

- Strong understanding of HR best practices, employment laws, and compliance requirements.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong problem-solving and decision-making abilities.
- Experience working collaboratively with employees and leaders across various levels.

ABOUT HARBOUR AIR

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 25-09 P&C Advisor

DEADLINE: Open until filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.