

NOW HIRING!



People & Culture Business Partner

Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!!

Reporting to the People & Culture Manager, the People and Culture Business Partner collaborates with all members of the P&C and Safety team and supports the organization's people strategy and business needs. Through an organizational lens, this is a role that is accountable for full spectrum people & culture delivery which includes employee relations, talent acquisition, talent management, policy, and program support. This role supports a consistent approach to PC&S across the organization and within the team.

WORK HOURS: Monday – Friday, 40 hours a week.

LOCATION: Richmond, BC – Potential for hybrid

TERM: Full Time Permanent (2 vacant positions)

DEPARTMENT: People, Culture & Safety

COMPENSATION AND BENEFITS: Competitive salary, extended medical and dental, revenue share program, RRSP matching, health & wellness program, flight perks (including buddy passes and global inter-airline partnerships), discounts at local restaurants and partner organizations, staff events and much more!

Responsibilities and Expectations

- Act as the primary point of contact for employee relation issues, providing coaching and guidance to leaders; conflict resolution; and fostering a positive work environment. Able to coordinate workplace investigations and provide recommendations and actions to mitigate further disruptions.
- Responsible for the end-to-end recruitment process, from sourcing and attracting candidates, screening and evaluation and overseeing the candidate experience, including onboarding and orientation.
- Alongside P&C Manager, work with leaders to identify and implement talent management strategies; org structure review and implementation of reorganizations, as needed.
- Coordinate vacancy management (including Leaves of Absence, sick, disability, maternity, etc.); and return to work plans.
- Talent development and succession plan – may include training for leaders and employees; and supports compensation planning.
- Assist with comprehensive P&C metrics and analytics to support organizational decision-making.
- Participate in the creation and refinement of P&C policies to ensure they are compliant with relevant laws and regulations and reflect the organization's values. May also assist on developing new policies as per changing business needs.
- Provide input into program design and development. Support the implementation of new programs including communication, training and change management. Programs may include performance management, employee development, and employee engagement surveys and initiatives.
- Support in job evaluations, annual compensation reviews, and implementation of new benefits.

Qualifications/Assets

- Bachelor degree in Human Resources, Business Administration or a related field.
- 3+ years of experience working as a P&C Business Partner level or similar role, and 5+ years of overall HR experience.
- Strong understanding of HR compensation, best practices, federal and provincial employment laws, and regulations.
- Knowledge of basic Canadian immigration practices for recruitment and retention
- Excellent communication, interpersonal, and negotiation skills.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, etc.)
- Strategic thinking and problem-solving abilities.
- Ability to work independently and collaboratively with diverse teams.
- Ability to maintain accuracy and attention to detail.
- HR designation an asset

ABOUT HARBOUR AIR GROUP

- 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 24-21 People & Culture Business Partner, Richmond

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.