



## Job - HR Business Partner (Hamilton)

### Primary Objective of the Position:

The HR Business Partner role is full-time position based in Hamilton, Ontario. It is a hands-on position that will work closely with the supervisors, management and staff to provide day-to-day HR operations support. Your success will be to provide real time advice and thoughtful guidance by exercising excellent judgement, problem solving and decision making skills and ensuring compliance with policies, processes and legislation. Reporting to the Head of HR.

### Essential Position Functions:

Location: Oversee the HR function at the Hamilton base location (near the Hamilton airport)

Hours: This role is primarily evening and night shifts to support the staff. Ideally, Mon & Wed & Thurs (5pm to 1am) and Tues & Fri (11am-7pm). Some flexibility will be required.

- Responsible for handling all complex employee relations issues and progressive discipline with a high level of confidence and comfort for staff and management levels and ensuring timely resolution.
- Providing guidance and advice in accordance compliance, process and legislative requirements.
- Working closely with the Head of HR and the HR team at Head office
- Collaborate with base manager and supervisors to investigate and address issues and processes while ensuring consistency when providing recommendations.
- Promote and environment of open, honest communication between management and staff. Facilitate conversations as required.
- Handle all end to end recruitment functions (including job fairs and outreach efforts)
- Facilitate and assist with injury, STD and LTD as well as return to work plans procedures
- Coordinate various reporting and keep appropriate documentation for all areas
- Handle all paperwork for staff changes and new hires
- Facilitate onboarding for new hires and coordinate any training needs as required
- Proactively enforce all company policies and procedures in adherence to corporate and legislative requirements.
- Coordinate any health and safety requirements and participate on JHSC to ensure consistency
- Assist with research, analysis and implementation of projects as required
- Work closely with the Head of HR and regularly liaise with head office HR department and staff
- Other related duties and responsibilities as required

### Minimum Qualifications:

- Must have 5+ years of strong employee relations/labour relations experience
- Must hold a CHRL or equivalent with an educational background in Human Resources or Labour relations
- Experience in the aviation, transpiration or logistics work environment is an asset
- Strong investigation, negotiation and analytical skills
- Excellent knowledge of Employment Standards, AODA, Health and Safety and other related legislation.
- Excellent verbal and written communication
- Ability to identify and implement high quality HR best practices
- Proven record for conflict resolution
- Familiar with HRIS Systems
- Ability to work efficiently as part of a team as well as independently in a fast past environment
- High level of proficiency in Microsoft office Programs including Word, PowerPoint and Excel
- Capacity to work well under pressure with competing priorities in shift environment
- Ability to work primarily evenings/nights

### Important to Know:

- Cargojet is an equal opportunity employer. We thank you for your interest. Only those candidates selected for an interview will be contacted.
- We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.
- At Cargojet, we make safety the highest priority. Because of this priority and as we operate in a safety-sensitive

environment, we require all employees to abstain from consuming Cannabis, in and outside of the workplace. This is a critical element of our drug and alcohol policy that all employees must comply with at all times.

<b>Application Deadline:</b>	December 31, 2018	<b>E-Mail:</b>	HR@cargojet.com
<b>Send Application to:</b>	Human Resources	<b>Fax:</b>	905.501.7582

- Cargojet has been awarded one of Canada's 50 Best Managed Companies, and the 2018 Shipper's Choice Award as Canada's Cargo Airline and Carrier of Choice by the Canadian Transportation and Logistics Magazine.
- Cargojet is Canada's leading provider of time sensitive overnight air cargo services and carries over 1,300,000 pounds of cargo each business night. Cargojet operates its network across North America each business night, utilizing a fleet of all-cargo aircraft. For more information, please visit: [www.cargojet.com](http://www.cargojet.com).