

Director of Human Resources

Pieridae Energy Canada (“Pieridae”) is a Canadian integrated liquid natural gas (LNG) company, with a strategy to build a long-term, low cost integrated energy business selling into higher priced and growing international markets. The company has natural gas assets located in Alberta, Quebec and New Brunswick and expects continued growth in upstream resources as we move toward construction and operationalization of its LNG facility in Nova Scotia.

We are seeking a human resource professional to join our team. Pieridae is in an advanced start-up phase, and values team members that are dedicated to making a difference. This position will have a hand in shaping our company’s progress in an emerging and rapidly growing organization.

The Pieridae human resources mandate is to develop processes to drive consistency and control and to ensure achievement of organizational synergies and ultimately create a world class top quartile human resource function in Pieridae. Working across the organization and in partnership with other key stakeholders, the human resources team supports the enablement of the Pieridae operating model.

Reporting to the Chief Financial Officer, the Director of Human Resources will be accountable for oversight of all HR and payroll functions including monitoring corporate adherence to payroll and labour legislation and ensuring accurate and timely processing of bi-weekly payroll.

Key Tasks

- identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction;
- Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, succession planning, employee relations and retention, and labor relations;
- oversee human resource processes including recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff;
- oversee annual process for planning, monitoring, appraising, and reviewing staff job contributions including implementing salary increases, and bonuses;
- reviewing and maintaining compensation programs;
- guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines;
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications;
- processing bi-weekly payroll;
- liaising with payroll provider (ADP);
- proactively addressing payroll inquiries;
- timely handling of employee benefit requests;
- preparing Records of Employment, etc.;
- processing/preparing pension plan contributions;
- reconciling statutory remittances to Government agencies, income tax forms and remittances;
- year-end Government requirements;
- processing payables for benefit providers; and
- managing WCB accounts.

Qualifications

- Post-secondary degree/diploma in Business Administration or Accounting;
- CHRP designation is required;
- payroll designation (either PCP or CPM) is an asset;
- 10+ years' experience managing human resources in a medium-sized organization;
- Experience with ADP is strongly preferred;
- Highly proficient with Microsoft Office products (Excel, Word, Outlook);
- Excellent communication skills;
- Fluency in French would be considered an asset;
- high level of discretion and confidentiality;
- highly organized and deadline-oriented;
- great attention to detail; and
- strong analytical skills.

Pieridae is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, age, disability, protected veterans status or any other legally-protected factors. Accommodation for applicants with disabilities is available on request during the recruitment process.

Pieridae offers a competitive compensation and benefits package, in addition to bonus and stock option programs. We offer unique opportunities for self-starting individuals to have material impact on the shaping and success of our company.

Salary Range: \$140,000 - \$180,000 per annum

Location: Calgary, Alberta

If you are interested in joining our team, please send a resume and cover letter to HR@pieridaeenergy.com.