



JOB POSTING **2021-008**

JOB TITLE: **Human Resources Assistant**

COMPANY: **Coulson Forest Products**

REPORTS TO: **Human Resources Director**

ABOUT THE COMPANY:

At the Coulson Group, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work. Family owned and operated since 1960, the Coulson Group of Companies began with Coulson Forest Products. During the 1990s, the Coulson Group expanded into Aviation and have become global leaders in aerial firefighting, emergency personnel transport and other heavy lift operations. Coulson Aviation operates in North America, South America and Australia and we expect to expand our specialized missions to other countries around the world. In addition to aviation we operate Port Alberni's local gaming centre and restaurant, Chances RimRock and Cypress Restaurant. In 2012, Coulson Ice Blast was founded, a wet & dry ice blasting cleaning technology business and have expanded the group further launching Coulson Entertainment, a division that provides large scale aviation props to movie productions.

Coulson Group is founded on innovation, diversification and entrepreneurial spirit and values safety first, environmentally friendly, working smarter and harder than the competition and customer service excellence.

WHAT WE'RE LOOKING FOR:

We are seeking a Human Resource Assistant with strong Administration and People skills who desires the opportunity to be a part of a growing organization. This position will support HR administration and Talent Acquisition.

This position is based in Port Alberni, BC Canada. Candidates must be eligible to work in Canada.

KEY RESPONSIBILITIES:

- Create and maintain employee records, including, but not limited to; employee updates and ensuring employee files are complete and valid
- Update internal employee tracking spreadsheets for performance reviews, employee metrics, and other spreadsheets as needed
- Draft employment agreements and other recruitment documents, amending as needed
- Communicate with internal clients with a willingness to help



- Effectively communicate with job candidates
- Support the talent acquisition process with the following, but not limited to; posting job boards, screening applicants, scheduling interviews, checking references, preparing and sending employment agreements, distributing and tracking onboarding paperwork
- Support the trainers and managers to coordinate employee training
- Record and distribute HR weekly meeting agendas and minutes
- Assist in ad-hoc HR projects and programs
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Support other related functions as assigned

REQUIREMENTS:

- Preferred experience as an HR Administrator or relevant Human Resources/administrative position
- Recruitment experience an asset
- HRIS experience is a plus
- Strong MS Office skills, including Word, Excel, PowerPoint, and Outlook
- Excellent communication and interpersonal skills
- Able to handle confidential and sensitive information with discretion
- Strong organizational and time management skills
- Certificate or Diploma in Business Administration or relevant field; additional education in Human Resource Management will be a plus; or a combination of related experience and transferrable skills.
- Experience in aviation an asset

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com. Please quote "2021-008- HR Assistant" in the subject line.

We would like to thank all applicants in advance for their interest; however, due to the volume of applications we receive, only those selected for an interview will be contacted. No phone calls please.

BENEFITS:

In addition to a competitive salary, Coulson Group provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, pension, and the possibility for bonuses. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive Work-Life Balance, creating an environment that champions creativity and autonomy.

4890 CHERRY CREEK ROAD, PORT ALBERNI, BC, CANADA V9Y 8E9 P: 250.724.7600 F: 250.723.7766

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COULSON AVIATION (USA) INC. COULSON AVIATION (AUSTRALIA) PTY. LTD.



We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs

WHY CHOOSE US:

Port Alberni is a jewel nestled in the Alberni Valley, offering many outdoor activities during your down time, including water sports, camping, hiking, snow sports, and more. With lakes, the Inlet, and mountains all around, you will never run out of things to do here. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

If you're looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive West of town. Or, if you're not looking for waves, Nanaimo is only an hour East, while Victoria is less than three hours South. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is also less than two hours Northeast of the Valley. And let's not forget those adorable goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.

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