



Wenco International Mining Systems (www.wencomine.com), a subsidiary of Hitachi, is a software development and technology company that provides a series of technology product lines related to optimization and improvement of mines and material movers worldwide.

As Wenco continues to build the next generation of technology, we need a wide range of professionals to help us achieve our objectives. We are currently seeking a full-time **Human Resources Generalist** to join our head office in Richmond, BC. Reporting to the Senior HR Advisor, this role will cover all areas of HR with a primary focus on talent acquisition, health and safety/compliance, and corporate social responsibility.

Key Deliverables:

- Proactively handle talent acquisition needs and maintain ongoing relationships with recruitment agencies where applicable
- Provide HR dashboards for talent acquisition statistics
- Maintain “green” compliance rating for Wenco within all client sites (training will be provided)
- Support the HR team in implementing programs and initiatives to improve the overall employee experience

Responsibilities

- Talent Acquisition: Improve and maintain the full-cycle recruitment process in collaboration with the HR team (applicant screening, conducting interviews, preparing offer documentation, etc)
- New Hire Onboarding: Work with the HR, Finance, Admin, and IT team to administer new employee onboarding and orientation
- Health and Safety: Lead health and safety initiatives with guidance from Director of HR
- Compliance: Manage monthly compliance statistic reports (training will be provided)
- Systems: Become an expert user of our HRIS (Dayforce)
- Corporate Social Responsibility: Be an active member of our Social Committee, working with various local and global charitable organizations
- Training: Develop and maintain training records of employee training hours
- Maintain up-to-date knowledge of provincial legislation

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITY REQUIRED:

Experience, Knowledge & Requirements

- Bachelor of Business Administration in Human Resource Management (or related discipline)
- 1-3 years of experience in a progressive HR role (experience with technical recruitment is an asset)
- Strong knowledge of employment law
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Experience with an HRIS is an asset



Skills and Abilities

- Excellent verbal and written communication skills
- Highly organized with ability to prioritize and multi-task in efficient manner
- Aptitude in problem-solving
- Strong ability to work in a team environment and willingness to take direction
- Ability to maintain professionalism and confidentiality when handling sensitive information
- Excellent interpersonal skills
- Adaptable to changing priorities as needed

WHY JOIN WENCO?

- We provide opportunities for **career-growth** within a fast scaling company
- We offer an **extensive benefits** plan, including a **personal/health spending allowance**
- We provide a **fun** working environment, including Fresh Fruit Mondays and Popcorn Fridays, monthly employee engagement activities, and on-site games such as Ping-Pong, Foosball, Big Jenga and Connect 4
- We offer opportunities for continuous training and **professional development** (in-house and external) to learn the latest technologies
- We offer our employees a **profit-sharing** plan that provides them with the benefits of their hard work
- We provide **free parking** and **shuttle service** for employees using transit
- We are heavily involved in the **community** and join various events of non-profit organizations
- We pride ourselves on our **company culture** (our last two Employee Surveys resulted in a score of 100% in **inclusiveness and diversity**)
- We offer much more!

Wenco advances the efficiency and safety of the world's surface mining equipment through our fleet management systems. We are committed to providing a stable yet exciting workplace environment for individual employees to build and grow their career with the Company.

Wenco is an Equal Opportunity Employer.

Wenco is an ISO 9001 and 45001 certified organization.

Disclaimer

The information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is not intended as an employment contract. Job descriptions are subject to change, which may not necessarily affect compensation.