



a division of **Dunkley Lumber Ltd.** is seeking a highly motivated and energetic individual to join our team as a

## HR Generalist

Foothills Forest Products is a two-line softwood-lumber sawmill and planer facility that is currently undergoing optimization. Our facility is located 20 km south of the beautiful mountain community of Grande Cache, Alberta. We produce high quality lumber products that are sold across North America and in overseas markets. Please visit our website at [www.dunkleylumber.com](http://www.dunkleylumber.com) to find out more about us.

The Human Resources Generalist plays an integral role in the support of the site's team members. Working in conjunction with site leadership, the generalist provides day-to-day essential human resources programs in support of the organization's values and objectives. The generalist is an active member of the site leadership team who collectively ensures the application of sound human resource management practices.

### Critical Objectives

- Ensure HR transactional activities/plans following company strategy.
- Ensure recruitment, onboarding and orientation activities meet expectations.
- Ensure technical and other training required for the site are managed to meet expectations.
- Ensure effective HR site activities conform with the site and corporate safety, quality, and service standards.
- Maintain a strong customer service relationship with internal and external customers.
- Facilitate the execution of the site management/union meetings.
- Ensure consistent employee relations service levels.

### Requirements

- Diploma with a focus in HR Management or equivalent combination of education and work experience.
- Minimum 3 years of experience in Human Resources.
- CPHR designation or working towards it is considered an asset.
- Strong organizational skills with the ability to prioritize and act under pressure.
- Excels as an individual contributor and active team member.
- Strong written and oral communication skills in English.
- Knowledge in Office Word, Excel, and Outlook.
- Valid Class 5 license.
- Occasional travel will be required to attend any recruitment fairs.
- Preference will be given to candidates with experience providing HR support within a unionized manufacturing environment.

This position offers a highly competitive salary and benefits package and rewarding opportunities to grow along with an industry-leading company.

If you possess the noted qualifications and are interested in joining our company, please submit your resume via email to:

Email: "[reception\\_ffp@dunkleylumber.com](mailto:reception_ffp@dunkleylumber.com)"

Subject: HR Generalist

Closing date: Until filled

*Grande Cache and area offers an outdoor lover's paradise; camping, fishing, hunting, and outdoor motorsports are all right outside your door. Our community also offers most of the facilities you would expect such as a newly renovated recreational complex, elementary / high schools and several quality businesses and restaurants. For more information on what our community and area have to offer, visit <https://mdgreenview.ab.ca/communities/grande-cache/>*

We thank all applicants in advance, however, only those selected for an interview will be contacted.

