

**Human Resources Generalist  
Halifax, Nova Scotia**

Our client, The Canada Nova Scotia Offshore Petroleum Board is seeking a **Human Resources Generalist** to report directly to the Director, Industrial Benefits & Manager, Administration. The Board is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities in the Nova Scotia Offshore Area.

The incumbent will be responsible for the day-to-day operations of human resources at the Board, including recruitment, preparing HR documentation, new employee orientation, maintaining employee records and files, as well as other business administration matters.

**Responsibilities:**

- Job recruitment
- Administer the Board's Performance Management program
- Create and update human resources documentation, policies and procedures, forms and booklets
- Maintain and update employee orientation packages and conducting new employee orientation sessions in conjunction with management
- Coordinate benefits for new employees and changes for current employees
- Maintain confidential employee files
- Monitor and update the Human Resources Administration Database (HRADS)
- Process and maintain employee vacation, flex day and sick time information (on HRADS), and send monthly updates to management
- Address employee questions/concerns with regard to HR policies
- Business administration duties as required.

**Qualifications**

- Undergraduate degree in Business or related field
- 3-5 Years experience working in a Human Resources capacity
- Human Resources diploma or certificate would be an asset
- Proficiency in MS Office and HR software
- Ability to handle highly sensitive and confidential information
- Demonstrated success in establishing cooperative working relationships both internally and externally
- Ability to handle interpersonal situations with tact and diplomacy.

Interested candidates may contact Jacqueline Gallagher, Senior Consultant, David Aplin Recruiting at 902.442.5514 or click below to apply now.

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