

HUMAN RESOURCES SPECIALIST

PART TIME (20 – 25 HOURS/WEEK)

DELTA, BC

On behalf of our client, Brenco Industries, we are seeking a part-time Human Resources Specialist to join their team. The HR Specialist will collaborate closely with the leadership team to support all aspects of people management within the organization. Brenco Industries has been a leading provider of high-precision metal cutting, bending, fabricating solutions, and custom metal work since 1983. Specializing in custom metal fabrication for a diverse range of industries, Brenco works with professionals from machine builders and scientists to engineers and artists. Their innovative work spans a variety of challenging environments, including film production, deep-sea exploration, Antarctica, and outer space. Brenco handles a wide array of materials, including steel, aluminum, stainless steel, and other ferrous and nonferrous metals, crafting everything from small, intricate pieces to large, oversized components.

The HR Specialist (Part-Time) will play a key role in supporting the HR functions of the organization, reporting directly to the General Manager and President. This position will be responsible for managing day-to-day HR operations, including recruitment, onboarding, employee relations, and performance management. This role will provide support for training and development initiatives, assist in employee engagement efforts, and help with various HR projects as needed. The ideal candidate will be highly organized, detail-oriented, and have a solid understanding of HR best practices. This part-time role offers flexibility while contributing to a dynamic and growing organization.

Key Responsibilities

- **End-to-End Recruitment:** Manage the full-cycle recruitment process from posting job advertisements, screening resumes, and engaging with potential candidates, to scheduling interviews and supporting the technical team during interviews. Additionally, you will coordinate the completion of necessary contract documentation and ensure a smooth transition for new hires into the company.
- **Onboarding & Offboarding Management:** Oversee the onboarding process, including conducting orientations, introducing employees to company policies, procedures, and safety protocols, and ensuring they receive the necessary training. You will also manage the offboarding process for departing employees, conducting exit interviews, and ensuring the process is efficient and informative for both parties.
- **Performance Management & Employee Development:** Support the tracking of employee performance, including overseeing probationary periods for new hires and coordinating performance reviews. This includes helping to schedule reviews, communicating expectations,

tracking development progress, and collaborating with management on employee growth initiatives.

- **Employee Engagement & Relations:** Take the lead on staff engagement activities, fostering a positive work environment by ensuring open and clear internal communication. Work alongside management to address and resolve employee relations issues effectively, promoting fairness, consistency, and a supportive workplace culture.
- **Safety & Compliance Participation:** Contribute to company-wide safety initiatives by being actively involved in safety committees and ensuring compliance with workplace safety regulations. This includes organizing and tracking training such as WHMIS, bullying and harassment prevention, and other necessary certifications, ensuring all staff are up to date.
- **Policy Adherence & Enforcement:** Uphold and enforce company policies across all levels, including addressing attendance issues, truancy, and other employment-related concerns. Ensure that all policy enforcement is carried out consistently, fairly, and in alignment with organizational standards.
- **Continuous Process Improvement:** Actively participate in HR-related projects, making recommendations for improvements in policies, processes, and employee experience based on observations and feedback from staff and management.

Skills and Qualifications

- A degree in Human Resources or a related field is required. A CPHR designation is an asset.
- Minimum of 5 years of experience in progressive HR roles.
- Proven experience in HR, with knowledge of recruitment, performance management, employee relations, and policy enforcement.
- Demonstrated knowledge of HR best practices, employment laws, and the full-cycle recruitment process.
- Strong written and verbal communication abilities, with the capacity to build relationships across all levels of the organization.
- Exceptional problem-solving skills, with the ability to handle conflict and resolve employee relations issues in a fair and consistent manner.
- Proven ability to manage multiple tasks and responsibilities while maintaining attention to detail and accuracy.
- Capable of performing tasks with calm judgment and discretion, especially in sensitive situations.

- Demonstrated ability to maintain confidentiality and handle sensitive information with professionalism and care.
- Strong computer skills and proficiency with HR software and general office programs.

This opportunity provides part-time, flexible hours based on organizational and personal needs. The compensation for this role ranges from \$30 to \$38 per hour, depending on experience. This is an excellent opportunity for a motivated HR professional to play a key role in the growth and success of the organization, contributing to a dynamic and supportive work environment.

If you are interested in learning more about this exciting opportunity, please forward your resume to aj.beaudry@mnp.ca