

Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **HR Analyst - Recruitment**, reporting to the Manager, Human Resources & Corporate Services. This is a **temporary contract** position – 9 -12 months, based out of the Harvest Calgary office.

### **Key Responsibilities:**

#### Recruitment & Onboarding

- Complete full-cycle recruitment company wide, working closely with the HR Manager and the hiring manager(s) through the process;
- Continuously partner with HR manager to design, refine, and implement innovative recruiting methods.
- Work with hiring managers to gain a comprehensive understanding of the company's hiring needs for each position.
- Create and promote job postings while sourcing for talent by various external means;
- Screen all incoming resumes and forward potential candidates to the hiring manager(s) that meet the requirements of the respective job;
- Grow and foster high-touch relationships with qualified active and passive talent to pull from as new positions are generated.
- Conduct pre-screen calls with candidates to short list the pool of applicants;
- Coordinate, book, and conduct in-person interviews with the hiring manager(s);
- Conduct screening of candidates' references;
- Analyze competitive market data and recommend compensation for review by HR Manager
- Draft, develop, and review offer letters with the hiring manager(s).
- Review and evaluate the recruitment process, searching for opportunities to optimize and improve the full cycle process;
- Perform full-cycle Onboarding and Off-boarding for all employees, including new hire packages, employee orientation, and employee access deactivation;

#### Workforce Reporting

- Track organizational staff movement, including permanent employees, temporary employees, and contractors;
- Track individual and departmental usage of vacation, flex, and sick days and reconcile reports yearly;
- Create monthly updates to Harvest's Organizational Chart and Headcount Report with accurate headcounts;
- Analyze recruitment, promotion, and turnover rates.
- Create and manage regular and ad hoc reports and assignments;

#### HR Operations

- Prepare materials, tools and documentation to support HR programs;



- Manage employee calls regarding benefits, policies, programs, and procedures;
- Provide operational support including processing confidential reports and documents;
- Assist in the development of policies and procedures for the HR department;
- Assist with special assignments and projects;
- Provide support to the rest of the HR team.

**Qualifications:**

- 5 years HR experience and 1 year of recruitment experience in the oil and gas industry;
- Post-Secondary education in Human Resources or related field;
- Ability to maintain and preserve strict confidentiality;
- Experienced working in a high-paced office environment;
- Strong computer skills in MS Office (Word, Excel, PowerPoint, Visio, Outlook);
- Ceridian Dayforce experience is an asset;
- Strong customer service orientation;
- Excellent verbal and written communication skills;
- Ability to work under pressure and meet deadlines;
- Ability to organize, prioritize and multi-task;

Please visit Harvest's website at [www.harvestenergy.ca](http://www.harvestenergy.ca) to learn more about our company.

Please send your resume and cover letter to:

Email: [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)

**\*Please reference "Job Posting - #10333 – HR Analyst - Recruitment" in subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.