

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 has an immediate opening for a **Human Resources Analyst - Recruitment**, reporting to the Manager, Human Resources & Corporate Services. This is a **permanent full-time** position, reporting to the Manager, Human Resources & Corporate Services, based out of the Harvest Calgary office. The role is an opportunity for new graduates with limited experience to explore a career with Harvest.

### **Key Responsibilities:**

#### Recruitment & Onboarding

- Complete full-cycle recruitment company wide, working with the Manager, Human Resources & Corporate Services and the hiring manager(s) through the entire process;
- Create and upload 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;
- Conduct pre-screen calls with candidates to further narrow down the pool of applicants
- Coordinate, book, and conduct in-person interviews with the hiring manager(s);
- Conduct screening of candidate references;
- Draft, develop, and review offer letters with the hiring manager(s).
- 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:**

- Post-Secondary education in Human Resources or related field;
- Human Resources experience, including summer student or co-op experience is preferred.



- Previous experience in the oil and gas industry is an asset
- 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);
- 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 - #10276- Human Resources Analyst - Recruitment" in subject of your email.**

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