



**Human Resources Manager**  
**Full Time, Permanent Position – Charlottetown**

Island Waste Management Corporation (IWMC) is seeking applicants for the position of Human Resources (HR) Manager. Reporting to the CEO, the HR Manager provides HR leadership, support and strategic advice to the CEO, managers, supervisors, and employees. The HR Manager will also support the Environmental Industrial Service Inc. (EISI) team.

The HR Manager will lead all HR services including recruitment, staffing, labour relations, training, occupational health and safety, leave management, classification, position management, performance management and culture and engagement. The HR Manager is the sole HR professional at IWMC and EISI supporting over 50 employees and multiple worksites located across PEI.

**Responsibilities:**

- Provide leadership, direction and expertise by giving advice in all areas of human resources to employees and the leadership team;
- Lead all HR services including recruitment, staffing, labour relations, training, occupational health and safety, leave management, classification, position management, performance management and culture and engagement;
- Lead the implementation of the Human Resources Plan;
- Support and guide teams on workplace conflicts, employee concerns, investigations and performance management issues;
- Lead and manage recruitment processes from job posting to offer process;
- Ensure consistent application of corporate human resource policies and processes;
- Collaborate with teams across the corporation to implement best practices in Occupational Health and Safety (OHS);
- Responsible for various administrative HR functions; and
- Other duties as assigned.

**Skills and Qualifications:**

- Bachelor's degree with training or coursework in Human Resource Management or a related field is required;
- Diploma/certificate in HR or a Chartered Professional in Human Resources (CPHR) designation is considered an asset;
- Must have extensive experience in human resources in areas such as labour relations, staffing, performance management, HR policy development, training & development, payroll, occupational health and safety, etc.;
- Must have experience in workplace investigations, work site conflicts/complaints, job performance issues and conflict resolution;
- Strong interpersonal skills including conflict diffusion and negotiation are required;
- Must be proficient in Office suite of products including Outlook, Word, and Excel, or similar tools;
- Proven leadership, team building, time management, conflict management, and facilitation skills are required;
- Effective interpersonal and collaborative skills as well as proficient oral and written communication skills are required; and
- Good previous work and attendance record.

The successful candidate must provide a satisfactory Criminal Record Check.

**Hours:** 75 hours bi-weekly

**Salary:** \$79,502-\$99,372/year  
This position offers medical and dental benefits, and a retirement plan.

**Closing Date:** Friday, May 9<sup>th</sup> at 5PM

**Please submit a cover letter and resume to:**

Island Waste Management Corporation  
110 Watts Avenue  
Charlottetown PE  
C1E 2C1  
Email: [jobs@iwmc.pe.ca](mailto:jobs@iwmc.pe.ca)

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