

## NOW HIRING | HUMAN RESOURCES GENERALIST #25-HR

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For over 30 years the Peak Construction Group of Companies has been specializing in the development and construction of commercial, residential and renovation projects. At Peak, we pride ourselves on providing large firm capabilities, while maintaining small firm personal commitment and overhead costs. We are currently expanding our team and looking for a **Human Resources Generalist**.

**Who You Are:** You are an experienced, people-focused HR professional who thrives in a collaborative, fast-paced environment. As a generalist, you bring a well-rounded knowledge of HR practices—from recruitment and onboarding to performance management and policy development. You are approachable, organized, and solutions-oriented, with the ability to balance strategic initiatives with hands-on day-to-day support.

### Key Responsibilities:

- **Recruitment & Onboarding:** Lead full-cycle recruitment for all departments, from job postings to onboarding. Coordinate new hire orientations and ensure a positive experience for all new team members. Track resumes received and organize interviews with appropriate team members. Conduct initial interviews of potential employees.
- **Employee Relations:** Act as a point of contact for employees and managers, offering support, coaching, and resolution strategies in line with company values and employment standards.
- **Policy Development:** Maintain and update company HR policies and procedures to ensure compliance with legislation and alignment with company culture. Develop and implement policies and procedures as required.
- **Performance Management:** Support leadership with performance review processes, goal setting, and employee development plans. Follow up with project teams and managers to ensure performance objectives are being met.
- **HR Administration:** Maintain accurate employee records, oversee benefits enrollment, and support payroll processes in collaboration with Finance.
- **Culture & Engagement:** Collaborate with management and project site staff to develop and support engagement initiatives, team-building activities to foster a positive and inclusive corporate culture overall and at each worksite.

### Experience and Qualifications required:

- Post-secondary education in Human Resources, Business Administration, or a related field.
- Minimum 5 years of progressive HR experience, preferably in a construction or trades environment.
- CHRP or equivalent designation considered an asset.

### Skills and Knowledge required:

- Strong working knowledge of multi-jurisdictional employment legislation and HR best practices.
- Proficient in Microsoft 365 Suite (Outlook, Word, Excel, Teams).
- Excellent interpersonal, communication, and problem-solving skills.
- Ability to work independently, prioritize tasks, and maintain confidentiality.
- Possesses emotional intelligence and the ability to build and foster professional relationships
- Comfortable balancing tactical and strategic responsibilities in a growing organization

### What We Offer:

- The opportunity to work in a dynamic environment with a supportive and entrepreneurial team culture.
- A competitive compensation package, including extended health benefits, RRSP matching, and opportunities for continued learning and development. Salary range: \$70,000-90,000
- A workplace that values integrity, collaboration, and the long-term growth of both our employees and our company.

*If this sounds like a match to your experience and abilities, **please send a cover letter with your resume in PDF format to [careers@peakgrp.com](mailto:careers@peakgrp.com) referencing position #25-HR.***