



NOW HIRING | Human Resources Manager

Peak Construction Group is a leading construction firm recognized for delivering high-quality commercial, industrial, and residential projects across Canada and the United States. We pride ourselves on building lasting relationships, offering large firm capabilities while maintaining small firm personal commitment. With over 180 employees in Canada and the United States, Peak continues to grow and offer opportunities.

Role: We are currently expanding our team and have an opportunity for a Human Resources Manager to join our dynamic group. The HR Manager role leads full-cycle recruitment for all departments, acts as a point of contact for employees and managers, develops and implements HR policies, manages performance review systems, and oversees employee discipline and termination procedures. This is a full-time, in-person position role situated in our Canadian head office in South Surrey, BC. This role is not remote or hybrid.

Who You Are: You are an experienced, people-focused HR professional who thrives in a collaborative, fast-paced environment. As an HR Manager, you bring a well-rounded knowledge of HR practices, including hands-on experience in policy development and maintenance, immigration practices, performance reviews and discipline. 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. Document and track all candidates through the recruitment process. Participate in interviews as required.
- **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:** Review current and develop new company policies. Develop, maintain, implement and update company HR policies and procedures to ensure compliance with legislation and alignment with company culture. Create and maintain employee handbook based on approved policies and procedures.
- **Performance Management:** Develop performance management system. 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.
- **Employee Discipline and Termination:** Develop standard procedure and documentation for employee discipline and termination. Provide guidance to managers on the process and ensure steps are followed in line with company policies and relevant regulations.
- **Immigration:** Work with external parties and employees to ensure efficient immigration process for employees between USA and Canada. Manage information flow, track progress and escalate urgent items.

Required Experience and Qualifications:

- Post-secondary education in Human Resources, Business Administration, or a related field.
- Minimum 10 years of progressive HR experience, preferably in a construction or trades environment.
- Hands-on experience in recruitment, policy development, and performance management.
- CHRP preferred.

Required Skills and Knowledge:

- Strong working knowledge of multi-jurisdictional employment legislation and HR best practices.
- Proficient in Microsoft 365 Suite (Outlook, SharePoint, 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: \$90,000-110,000
- A workplace that values integrity, collaboration, and the long-term growth of both our employees and our company



To apply for this role, please e-mail your cover letter and resume
in PDF format to careers@peakgrp.com, referencing posting #25-HRM
