



At Arcis, we provide a unique complement of seismic solutions to the energy sector. We are a private company, profitable and focused on growth. Focusing on career and life balance, a healthy, fun, respectful and creative work environment is important to us!

We are currently looking for an exceptional professional with the right talent and attitude to join our dynamic and team-oriented work environment in the following role:

Human Resources Generalist

Note: this position may be full or part-time (.8)

Reporting to the Chief Financial Officer, you will be responsible for promoting a healthy, challenging and rewarding workplace. You will bring inspiration to Arcis by developing practices and policies which create an environment of learning, productivity and fun. You will perform a wide range of functions involving a great degree of complexity and independence, including but not limited to: Recruitment and Retention, Compensation and Benefits, Performance Management, Employee Relations, Training and Development, EAP, and Administration. This position ensures that policies align with the HR strategy of the company and responds to employee inquiries on policy and procedures. You advise employees and managers on all HR related matters and also develop and recommend policy changes and administer all HR programs.

Key accountabilities / functional duties will include:

1. Compensation Administration
2. Employee Relations and Communication
3. Employee Health and Wellness
4. Recruitment, Selection and Employee Retention
4. Employee Benefit Administration
5. HR Policy Administration
6. Supervision of Chef/concierge

You possess a Bachelors degree in Business, CHRP designation, HR competencies (i.e. analysis of data, research, etc.) and have competencies working with Microsoft Office Suite. You have a minimum of 3-5 years as a generalist who enjoys diverse experiences. As part of the team, you plan on co-creating a great place to work at Arcis over the next 5 years.

An HR professional with a reputation for confidentiality, organization and time management, excellent communication skills, you are team oriented, have a strong customer and client service focus, can multi-task and are a self-starter.

If you are up for the challenge, please reply in confidence by submitting your resume to:

Arcis Corporation

Attn: Sharon Richardson

2600, 111 – 5 Ave. SW Calgary, AB, T2P 3Y6

hr@arcis.com