

Athabasca Oil Corporation (“AOC”) is an intermediate oil-weighted company with assets located in several of the largest resource plays in Western Canada including the Montney, Duvernay and Oil Sands. With approximately 40,000 boe/d of production, exceptional growth potential and a strong liquidity position AOC offers a dynamic and exciting work environment for the right candidate. AOC is publicly traded on the TSX under the symbol “ATH”.

## **Human Resources Generalist**

We are currently recruiting for a **Human Resources Generalist** to support Athabasca’s human resources function and act as a trusted partner to AOC leaders and employees in both our head office and field locations. This role will report to the Manager, Human Resources & Administration. The successful candidate will have a passion for high quality service delivery, strong analytical and communication skills, demonstrated initiative, and thrive in a dynamic work environment. This position is based in Calgary.

### **Responsibilities:**

- Data analytics related to staff changes, payroll, compensation and budget spends
- Research, evaluate and interpret trends and emerging HR issues in the ever evolving oil & gas sector that have potential impacts on AOC’s business and develop recommendations
- Support AOC’s annual performance management and compensation cycle
- Full cycle management of recruiting, interviewing, onboarding, exit interviews, and offboarding
- Develop relationships with the field for HR matters; minimal travel to Fort McMurray and Fox Creek will be required
- Work collaboratively with the Manager, Human Resources & Administration to develop and implement programs around engagement, culture, performance management, leadership development, and succession planning
- Contribute to continuous improvement and best practices that influence HR strategies, policies and procedures
- Benefit administration for all new hires, annual changes, promotions, exits benefit analytics; leave management, and employee point of contact for benefit questions
- Support revising and training staff on HR policies as required
- Vacation policy management
- Administer AOC’s Human Resource Information System (HRIS) including inputting employee information including new hires, resignations, reporting changes, and ensuring employee core data is maintained and up-to-date.
- Role within the processing of semi-monthly payroll ensuring all related compensation and leave changes are accurately administered
- Participate in ongoing HR initiatives and projects to enhance HR services to the business
- Some HR administration and ad hoc duties as required

### **Qualifications:**

- Bachelor’s degree or diploma in Human Resources
- CPHR designation (or working towards designation) is an asset
- Minimum 8 years of human resources experience
- Oil and gas industry is required and specific exposure to field employees is paramount
- Advanced Microsoft Excel skills are required with exposure to HR compensation modelling
- Payroll experience is considered a very strong asset
- Working experience in Solium, Dayforce, and Dynamics AX is considered an asset

**Characteristics:**

- Strong customer service focus with the proven ability to develop and maintain effective relationships with team members as well as both internal and external stakeholders
- Highly organized with acute attention to detail
- Strong interpersonal skills with the ability to influence and build working relationships with a wide range of employees and managers
- Positive and professional attitude. Display of high work ethic and integrity in all aspects of work
- Team player who shows initiative and enjoys learning and contributing to team goals
- Superior written and verbal communication skills
- Must be legally entitled to work in Canada

Athabasca Oil Corporation is an equal opportunity employer.

**To Apply:**

We offer an exciting and entrepreneurial work environment and an array of projects in our portfolio. To apply for this position, please forward your resume by **May 30, 2019** to [careers@atha.com](mailto:careers@atha.com).