

**Role:** Human Resources Business Partner

**FTE:** Permanent Full-Time

**Location:** Calgary, AB

### About Us

Questor Technology ([www.questortech.com](http://www.questortech.com)) is an international award-winning clean technology company solving the world's biggest environmental problem. Using innovative technology, Questor provides companies with the most environmentally responsible, cost effective and sustainable way to help our clients meet their emissions reduction targets. We are well positioned to grow the company aggressively and need to fill this critical role as part of the team.

### Position Overview

The Human Resource Business Partner will perform all Human Resource (HR) related activities including but not limited to recruitment and onboarding of new employees, performance management, maintaining employee records, administering payroll and benefits, developing and providing internal training, updating and enforcing company policies and procedures and providing ongoing support to all employees of Questor. We are looking for someone that can work towards creating a happy and healthy environment for all our employees.

### The Candidate We Are Looking for Has:

- Analytical and critical thinking skills to provide insights to changing priorities that achieve the company's vision, mission, values, and goals;
- Excellent communication and interpersonal skills;
- Strong coaching and mentoring skills with the ability to discern when guidance, advice, and coaching is required;
- Demonstrated knowledge and success in designing and implementing key HR programs, policies and initiatives;
- Promotes collaboration and fosters a culture of open communication and trust;
- Entrepreneurial mindset and willingness to roll up your sleeves to get the job done;
- Strong ability to manage competing objectives and strong sense of prioritization.

### Human Resources Specialist Roles and Responsibilities:

Roles and Responsibilities include:

- In conjunction with and in support of the CEO, drive the operational implementation and ongoing management of strategic HR initiatives;
- Build positive employee relations with proactive employee communication, prompt issue resolution and fair and equitable treatment;
- Lead Performance Management including administration, the identification of developmental needs of employees, providing coaching, mentoring, training and other support as required;
- Responsible for all aspects of recruitment and onboarding;
- Administer payroll, benefits, HR policies and procedures, training and development plans;
- Initiate employee engagement through employee surveys, feedback channels, and open communication; presenting findings and recommendations to management;

- Act as the communication pipeline for Managers and Employees, ensuring HR related information is passed on;
- Be the catalyst and champion for improving and streamlining HR processes wherever possible.

### Qualifications and Skills

- Bachelor's Degree in Human Resources or related field preferred;
- CPHR designation or eligibility preferable, but not required;
- 5+ years Human Resources experience with exposure in a professional services environment is a plus;
- Strong knowledge of current employment law and compliance requirements in Canada (and the US preferred);
- Demonstrated success in implementing key HR programs and initiatives with a background in recruitment.

### What We Offer

Questor offers attractive pay, annual performance-based bonuses, health spending account and flexible working hours. We also offer the chance to contribute to the growth of a financially stable company and to be a valued and key part of a hard-working team where your contributions are appreciated and recognized.

### How to Apply

If you have a passion for saving our planet and want to be part of a team that strives to make the world a better place, we would love to hear from you. Candidates are encouraged to send a resume and brief cover letter to [hr@questortech.com](mailto:hr@questortech.com). Please state the job title in your subject line. We thank all applicants however only those individuals selected for interviews will be contacted. No phone inquiries or agencies please.

*Questor Technology values and promotes the diversity of its teammates and communities we serve. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*