

Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets.

Harvest has an immediate opening for a **Human Resources Analyst**, reporting to the Manager, Human Resources & Corporate Services. This is a **permanent full-time** position based out of the Harvest Calgary office.

Key Responsibilities:

Recruitment

- Complete full-cycle recruitment company wide, working with the HR Manager and the hiring manager(s) through the entire process;
- Create and upload job postings while sourcing for talent by various external means;
- Screen all incoming resumes and forward potential candidates to the hiring manager(s) that meet the requirements of the respective job;
- Conduct pre-screen calls with candidates to further narrow down the pool of applicants
- Coordinate, book, and conduct in-person interviews with the hiring manager(s);
- Conduct screening of candidate references;
- Draft, develop, and review offer letters with the hiring manager(s).

Workforce Planning

- Track organizational movement of all staff, including permanent employees, temporary employees, and contractors;
- Track individual and departmental usage of vacation, flex, and sick days and reconcile reports yearly;
- Create monthly updates to Harvest's Organizational Chart and Headcount Report with accurate headcounts;
- Perform full-cycle Onboarding and Offboarding for all employees, including new hire packages, employee orientation, and employee access deactivation;
- Analyze recruitment, promotion, and turnover rates.

Administrative Duties

- Manage Ultimus time tracker system;
- Prepare materials, tools and documentation needed to support HR programs;
- Provide assistance to employees regarding benefits, policies, programs, and procedures;
- Provide operational support including processing confidential reports and documents;
- Assist in the development of policies and procedures for the HR department;
- Assist with special assignments and projects;
- Create and manage regular and ad hoc reports and assignments;
- Provide support to the rest of the HR team.

Qualifications:

- 5 years of progressively responsible secretarial or clerical experience;
- 2 years of human resources experience.



- Post-Secondary education in Human Resources or related field;
- Ability to maintain and preserve strict confidentiality;
- Experienced working in a high paced office environment;
- Strong computer skills in MS Office (Word, Excel, PowerPoint, Visio, Outlook);
- Strong customer service orientation;
- Excellent verbal and written communication skills;
- Ability to accurately proofread material;
- Ability to work under pressure and meet deadlines;
- Ability to organize, prioritize and multi-task;
- Ability to take initiative and work with minimal supervision;
- Ability to perform accurate mathematical calculations.

Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

***Please reference "Job Posting - #10106 – Human Resources Analyst" in the subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.