



WE ARE HIRING

**HUMAN RESOURCES
BUSINESS PARTNER**

**FULL-TIME
CALGARY, AB**

**JOIN OUR
TEAM**



RESUMES@SALOPEKCONSULTING.COM

BUILD SOMETHING SPECIAL WITH US. MAKE AN IMPACT



ABOUT SALOPEK & ASSOCIATES

Salopek & Associates Ltd. is an award-winning team of human resource and business consultants specializing in strategy, human resources, and board governance. We pride ourselves in finding relevant and customized HR and business solutions that fit the culture and uniqueness of our clients. Serving clients across Canada, with Consultants in Alberta, British Columbia, Ontario, and Nova Scotia, we are available on an on-call basis to help organizations develop and implement effective processes to support with sustainable growth and internal capacity building, as well as support with the attraction, retention and development of talent, within the organization.

BENEFITS & PERKS

-  3 Weeks Paid Vacation
-  6 Paid Personal Days
-  Eligible to Participate in Group Health Benefits Plan
-  Paid Volunteer Opportunities
-  Fun Team Activities, Social Calendar & Networking Opportunities
-  Annual Team Golf Tournament
-  Flexible Remote Work Schedule
-  Professional Development Opportunities
-  Engaged Ownership Team
-  Supportive Team, Coaching & Mentorship

Canadian HRReporter Readers' Choice 2022

"HR MANAGEMENT CONSULTANTS"

"COMPENSATION CONSULTANTS"

"OUTPLACEMENT SERVICES"

Canadian HR Awards 2021

"BEST SERVICE PROVIDER"

CPHR Award of Excellence "TEAM" 2019



POSITION SUMMARY: HUMAN RESOURCES BUSINESS PARTNER (HRBP)

Salopek & Associates has an excellent opportunity for a Human Resources professional who has an entrepreneurial spirit and is passionate about progressively supporting organizations with challenging people issues. The HR Business Partner will have a diverse Human Resource background in various industries.

As a HR Business Partner, you will partner with the Director of Consulting Services to effectively manage our client accounts and support our Consulting Team to ensure a seamless experience as we work together to serve our clients. You will also work directly with our clients to provide exceptional HR Consulting services. You will succeed in this role if you are a team player who is proactive and capable of working independently. The ideal candidate will thrive in a work environment that offers flexibility, with the understanding of the importance of meeting project deadlines, delivering exceptional service, and going the extra mile (or working the extra hour) to support our clients.

If you are looking for a position that offers exceptional learning and development, direct access to Senior Leadership and a career path that provides internal opportunity for progressive growth, Salopek & Associates is interested in hearing from you!

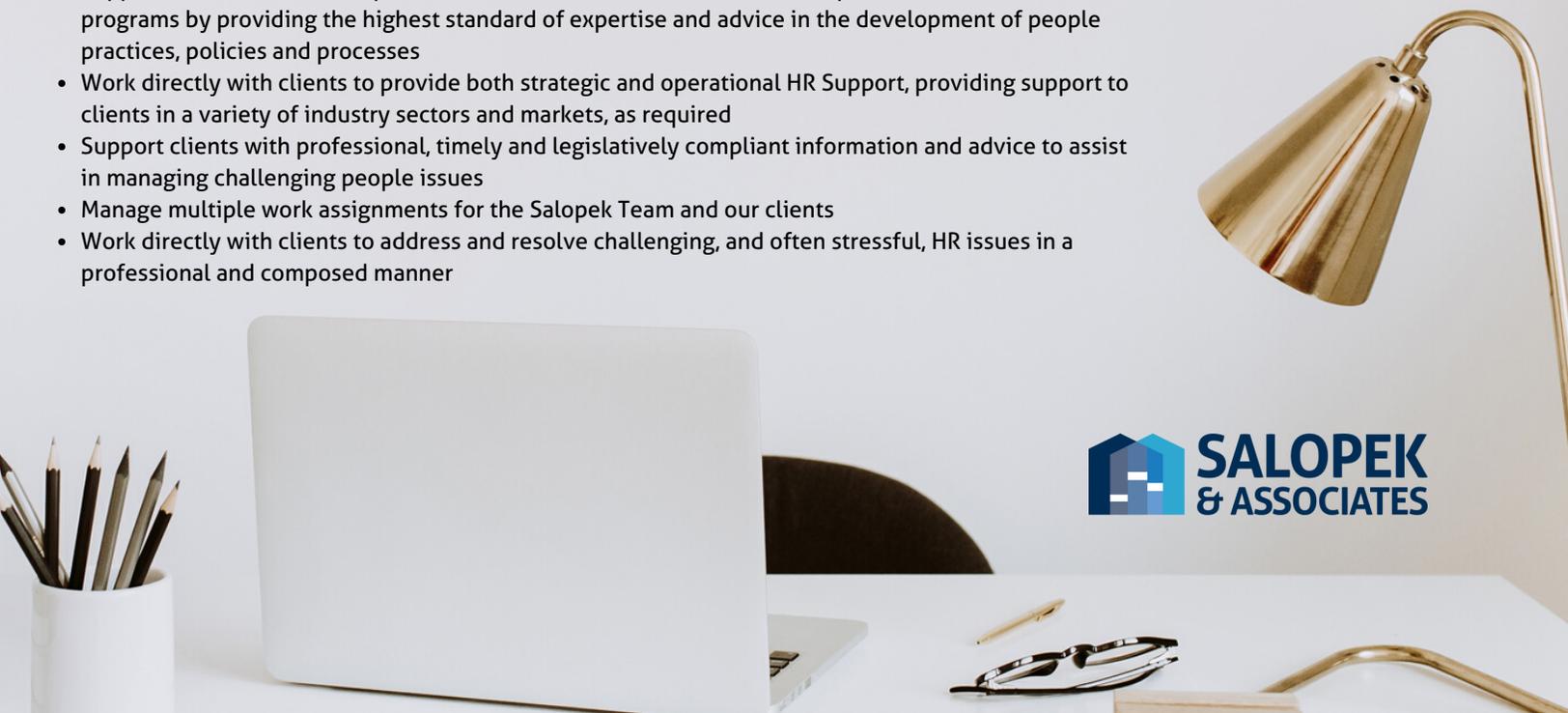
POSITION DUTIES AND RESPONSIBILITIES:

SUPPORT THE DIRECTOR OF CONSULTING SERVICES (TYPICALLY 25% OF TIME SPENT INITIALLY WITH ANTICIPATED GROWTH OVER TIME):

- Conduct new client assessments and determine client needs, as required
- Develop client proposals
- Update the Customer Relationship Management database with required information
- Provide consulting support and expert advice to Salopek's Team of Consultants, ensuring the highest standard of expertise and support is consistently delivered to clients
- Support the Team with client work and complete peer reviews, as appropriate
- Provide assistance to the Business Manager to address and resolve any issues relative to Consulting hours and billings to the client (as required)
- Provide vacation back-up for both the Director of Consulting Services and the HR Coordinator role, as required
- Champion new initiatives for Salopek including Learning and Development, Culture and Employee Engagement, as well as Diversity, Equity and Inclusion service offerings
- Professionally represent Salopek at industry functions and networking events, promoting our services and enhancing brand presence in the HR and business community
- Continually keep a pulse on industry trends and professional and community events that are aligned with Salopek's values, with the purpose of bringing opportunities for involvement or sponsorship to the table
- Keep Salopek's business growth and brand exposure top of mind, exploring opportunities and bringing forward strategies that will promote Salopek's service offering, Consulting Team, online resources, and community involvement

HR CONSULTING (TYPICALLY 75% OF TIME SPENT):

- Support clients and the Salopek Team in the successful execution and implementation of HR programs by providing the highest standard of expertise and advice in the development of people practices, policies and processes
- Work directly with clients to provide both strategic and operational HR Support, providing support to clients in a variety of industry sectors and markets, as required
- Support clients with professional, timely and legislatively compliant information and advice to assist in managing challenging people issues
- Manage multiple work assignments for the Salopek Team and our clients
- Work directly with clients to address and resolve challenging, and often stressful, HR issues in a professional and composed manner



POSITION QUALIFICATIONS:

- Completion of a post-secondary degree/diploma with a specialization in Human Resources or Business preferred
- Chartered Professional in Human Resources (CPHR) designation and/or Candidate Status with advanced designations/degree
- 7-10 years in an HR Generalist role with progressive experience in recruitment, employee relations, policies & procedures, compensation, employment legislation, performance management and training and development. Preference will be given to candidates who have an interest in learning and development; employee engagement and culture awareness
- Previous experience working in a HR consulting advisory role that has supported a diverse cross section of industries and clients considered an asset
- Exceptional interpersonal skills along with proven ability to exercise sound judgment with tact and discretion
- Excellent organizational skills and the ability to manage multiple priorities
- Effective communication skills with the ability to easily develop a rapport in-person as well as through phone and email communications
- An equivalent combination of education, training and experience may be considered

ADDITIONAL INFORMATION / REQUIREMENTS:

- This position offers flexibility with respect to work arrangements, with the ability to work remotely
- Flexibility and willingness to check emails and respond when needed outside of regular business hours. Being available to clients and other members of Salopek's Team is a core value of Salopek. This means responding to all emails, calls or requests for support within 24 hours

REPORTS TO: Director of Consulting Services

LOCATION:

Ideal location based in Calgary; Currently a hybrid work arrangement with onsite support as required in the Calgary office



“ **CHOOSE A JOB YOU LOVE, AND YOU'LL NEVER HAVE TO WORK A DAY IN YOUR LIFE**

-MARK TWAIN ”

WHY OUR TEAM LOVES WORKING FOR SALOPEK



Kate
DIRECTOR OF CONSULTING SERVICES

I love working for Salopek for many reasons and one of them is because of the people! We're a small close-knit team and get to build strong relationships working closely together. It's amazing to work with and learn from such an exceptional group of HR and Business professionals. As an HR professional, I have the opportunity to be exposed to and challenged with a variety of work. It's never the same day twice! I also appreciate the autonomy and flexibility in where and when I work.



Dave
BUSINESS MANAGER

I enjoy working for Salopek because we're a smaller sized company, I feel I'm able to contribute more and have an impact on the business; I'm not just a small piece of a vast company. I appreciate how I receive recognition for a job well done and am also encouraged to grow. I enjoy the ability to work remotely while still communicating regularly with the team. Our goals are aligned and we work well together to achieve them. It's great that we can rely on each other when support is needed.



Ashley
HR COORDINATOR

What drew me to Salopek as a candidate was the focus the organization places on building strong relationships, integrity, and quality of work, all of which closely aligned with my personal values. As the newest team member, I have continually seen a commitment to these values in all the work we do, from all levels of leadership. We always aim to communicate openly and ensure others feel heard. I am continually impressed by the collaboration, professionalism, and adaptability of our team. Through the work we do, I have been exposed to a variety of different work, and am continually able to learn. Our team is close-knit and is always there to support each other!



Vanessa
BUSINESS ASSOCIATE

I enjoy working for organizations that are flexible and do not micromanage. Salopek allows me to work my own schedule permitted deadlines and client/business needs are met, and has trust in their team. This level of confidence inspires me to work harder, take ownership and not let the team down. I love that my opinions are heard, and my creativity is welcomed. We have a great team dynamic that supports each other and steps up whenever help is needed. I love the workplace culture that Salopek has created.



Janet
PRESIDENT & FOUNDER

As President and Founder of Salopek I am particularly proud and energized everyday by the Salopek Team! It's all about the Team and their levels of engagement, pride and expertise they bring daily to our clients that I love most. There isn't a week that goes by that I don't learn something new from the Team - that's what I like most about working at Salopek!

WWW.SALOPEKCONSULTING.COM

HOW TO APPLY

SEND COVER LETTER & RESUME

RESUMES@SALOPEKCONSULTING.COM

