

Human Resources Generalist

Town of Quispamsis



The Opportunity

The town of Quispamsis is seeking a collaborative and solutions-focused Human Resources Generalist to join our team. Reporting to the Human Resources Manager, the Human Resources Generalist provides professional support across a broad range of human resources functions, including recruitment, employee and labour relations, compensation and benefits administration, occupational health and safety, training and development, workforce planning, and legislative compliance. The successful candidate will work closely with employees and leaders throughout the organization to support organizational effectiveness, employee engagement, and a positive workplace culture.

Key Responsibilities

- Lead full-cycle recruitment and onboarding activities, including workforce planning, grant applications, while supporting fair and equitable hiring practices.
- Provide guidance to managers and employees on HR policies, procedures, collective agreement interpretation, employee relation matters, workplace accommodations, attendance management and performance concerns.
- Administer employee benefits, pension programs, leave processes, and maintain accurate and confidential HR records and information systems.
- Support occupational health and safety initiatives, including incident reporting, Joint Health and Safety Committee activities, workplace wellness and legislative compliance.
- Coordinate employee training and development initiatives, maintain the organization's training matrix. Support performance management, succession planning, and talent development activities.
- Assist with policy development, organizational reporting, compliance monitoring, and continuous improvement initiatives that enhance operational efficiency and service delivery.

Qualifications

- Diploma or bachelor's degree in business administration with a concentration in Human Resources Management or a related discipline.
- Completion of, or progress toward, a recognized Human Resources designation (CPHR or equivalent) is considered an asset.
- Two (2) to four (4) years of progressive Human Resources experience.
- Experience in a unionized environment is preferred.

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- Experience in a municipal, public sector, or government environment is considered an asset.
- Sound knowledge of Human Resources principles and practices, employment legislation, labour relations, occupational health and safety, human rights, privacy legislation, and collective agreement administration.
- Strong interpersonal, communication, relationship-building, conflict resolution, and problem-solving skills.
- Ability to maintain confidentiality, exercise sound judgement and manage multiple priorities in a fast-paced environment.
- Strong analytical, organizational, and business writing skills.
- Proficiency in Microsoft Office and HRIS systems, Power BI experience is considered an asset.

The expected salary range for this position is \$62,424.00 - \$78,028.00. Placement within the range will be based on relevant experience, qualifications and skills.

Work with Us

As a full-time, permanent employee with Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan

Applications

Applications will only be accepted through our online application system until September 29th, 2026, at 5:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department
Town of Quispamsis
Competition number: 2026-13

When applying online, please submit your cover letter and resume together as one document.

[Click here](#) to apply online

The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.

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