

## Human Resources Manager, Calgary

### Our Company

Gentherm Global Power Technologies (GPT) is the world's leading manufacturer and distributor of Thermoelectric Generators (TEG's) and a leading supplier of Remote Power Systems. GPT's products are used extensively in the oil and gas industry as well as for telecommunications, security and surveillance and military applications. With sales into 50 countries, GPT has been providing reliable solutions for critical remote power applications around the world since 1975.

### Job Purpose

Reporting to the CFO, the Human Resources Manager will be a key driver of business performance through creating strategies that enhance and evolve HR practices, programs and policies. Overseeing the HR functions for 150 employees in two plant locations (Calgary and Bassano), the incumbent will refine strategic and operational HR plans to meet present and future business needs.

The HR Manager will perform HR related duties at the strategic level, as well as carry out administrative responsibilities in the following functional areas: employee relations, training, HRIS system implementation and maintenance, compensation and performance management.

### Key Responsibilities and Duties

- Oversee the human resources function in all locations
- Lead, mentor and develop two direct reports
- Full HR scope ownership in the recent upgrades of our HRIS System (SuccessFactors) and our ERP (SAP ByDesign)
- Represent the company to the HR Department of the U.S. based Corporate owner and ensure compliance with their standards in all areas of HR Management
- Act as the subject matter expert on Alberta employment standards and employment law
- Manage and administer employee training programs and databases
- Own the performance management program
- Lead compensation/benefits strategy and regular compensation reviews
- Build and maintain strong employee relations across all sites
- Craft internal policies and procedures
- Develop and execute human resources strategies across the company
- Provide oversight of budget planning activities, forecasting and day-to-day expense management for the HR budget
- Be a leader in driving positive leadership and workforce culture in line with our established company values

### Qualifications

- Extensive experience within the HR field covering a wide range of specializations including employee relations, performance management, compensation and benefits, and employee development
- Working knowledge of payroll practices and ability to run payroll if required
- Experience using HRIS and ERP Systems
- SAP ByDesign and SuccessFactors experience is a strong asset
- Previous exposure to a manufacturing or industrial environment is preferred
- Must have a strong customer service mentality essential for dealing with internal customers including staff, management and corporate head office
- Excellent communication and conflict resolution skills
- Willingness to lead and coach others, but also complete tactile tasks as required



- Sarbanes-Oxley (SOX) compliance experience is an asset
- Able and willing to regularly travel to the manufacturing facility which is located approximately 1.5 hour outside the Calgary city limits

### **What We Offer**

At Gentherm Global Power Technologies we care about the personal job satisfaction of our employees. We recognize the wide variety of factors that contribute to this satisfaction and encourage work life balance. Along with competitive compensation and benefits packages, we offer a respectful work environment, one which provides our employees with valuable learning experiences and career growth opportunities.

### **To Apply**

Please submit your resume and cover letter to [HR@gentherm.com](mailto:HR@gentherm.com) quoting the job title in the subject line and tell us why you are the best candidate for the job. We thank all applicants for their interest, however due to the volume of anticipated applications, we will be responding only to those candidates who are shortlisted.