



## HR/Labour Relations Coordinator

Plan Group Inc. continues to grow as a leader in the construction industry and we are now looking to bring on an experienced HR/Labour Relations Coordinator.

If you consider yourself a great multi-tasker, organized, eager to learn and passionate about labour relations, this is the role for you! As a team player in an established organization that actively employs over 1,500 unionized employees, you will leverage your outstanding organizational skills, excellent communication skills and exceptional attention to detail to support and build upon our existing labour relations management processes.

In this role you will be required to maintain confidentiality while managing sensitive information. You will actively contribute to the ongoing development of our current labour relations practices and processes, while at the same time support all labour relations transactions, onboarding of all union employees and performing monthly reporting.

As *HR/Labour Relations Coordinator* you will be asked to do the following:

- Support the Labour Relations Manager with administration of the collective agreements.
- Track apprentice hours, by running monthly reports for all required trades, performing data entry and weekly monitoring to process any rate changes.
- Track Apprentice trade skills and updating trade skills database.
- Process apprentice trade school notices by updating spreadsheet and apprentice files.
- Process rate change and layoff requests.
- Communicate with JACs/JTACs on apprentice hours, training agreements, letters and layoffs.
- Communicate with IBEW on labour requests and layoffs.
- Communicate with apprentices, journeymen and foremen regarding hours, transfers, layoffs and returning to work.
- Coordinate and submit information for security clearances and background checks.
- Process information for stabilization projects, collecting timesheets, data entry and submitting invoices to AR for processing.
- Onboard all union new hires, reviewing new hire forms, identifying union designation, collection of dispatch slips/work forms.
- Track all S&O hours for union new hires submitting to payroll for processing.
- Coordinate and submit all A5 to Journey-worker tax credit requests.
- Provide employment letters for all union employees.
- Other duties as assigned.



## Qualifications

- Minimum of 3 years' labour relations administration experience; construction industry experience preferred.
- Post-secondary education in human resources/industrial relations desirable and/or equivalent demonstrated experience.
- Intermediate proficiency with Microsoft Office applications - Word, Excel, PowerPoint, Outlook, and Adobe Acrobat.

## PLAN GROUP INC.

We are Plan Group ([www.plan-group.com](http://www.plan-group.com)), Canada's most innovative multi-trade construction services provider for over 60 years. Through seamless execution across integrated disciplines and with an unwavering focus on health and safety, we bring foresight, insight and ingenuity to every project. We anticipate challenges sooner and uncover hidden opportunities faster. We uphold our entrepreneurial spirit while combining our skills and experience with the global reach and expertise of the Bouygues Energies & Services ([www.bouyguesenergiesandservices.com](http://www.bouyguesenergiesandservices.com)) family. With offices in Toronto, Montreal, Vancouver and Ottawa, we take pride in contributing to the overall health of Canada's economy.

## WE OFFER:

- Competitive compensation and benefits
- Opportunities for growth and development
- An open and collaborative work environment
- And so much more....

Thank you for your interest in joining Plan Group. Please note that due to the volume of applicants only those who will be considered for an interview will be contacted.

Accommodations for applicants with disabilities will be made during the recruitment processes. Should you be contacted for an interview please advise if accommodations are required.

We are an equal opportunity employer.