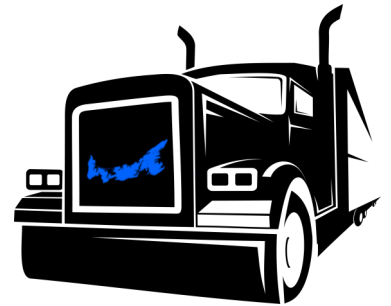


JOIN OUR TEAM!



**PEI TRUCKING
SECTOR COUNCIL**

HR CO-ORDINATOR

 Location
Charlottetown, PE

The PEI Trucking Sector Council is seeking an ambitious and highly motivated individual to take on a new role within our organization. The HR Co-ordinator will be developing and implementing new programming as well as taking the lead on some existing projects to assist the PEI Trucking industry build and strengthen its workforce. This will include: outreach and recruitment efforts; job matching; as well as building HR capacity and developing HR strategies within our employer organizations. You will use your human resource acumen as you work closely with our industry employers, employees and other stakeholders to build a stronger, sustainable industry workforce. If you think you can help us achieve this, we want to hear from you. Take a look at the details below for more information and be sure to apply!

What do we offer?

COMPENSATION

- \$25/hr
- Benefits Package
- Paid Travel
- Paid Vacation
- Cell Phone Cost Share


EMPLOYEE DEVELOPMENT

- Professional Development
- Networking
- Skills Development
- Accreditation


COLLABORATION

- Industry
- Partner Organizations
- Board of Directors
- Fellow Staff


What are we looking for?

 Post Secondary Graduate

 Great Communicator
Public Speaking

 Access to Vehicle
Willing to Travel

 HR Experience
Self Motivated

 Big Picture Thinking
Innovative / Creative

 Time Management
Ability to Prioritize

* Experience or knowledge of the Canadian trucking industry would be considered an asset

To apply, please send resume and cover letter to brian@peitsc.ca. Deadline for applications is **Wednesday, September 18, 2019**. Only those selected for an interview will be contacted.

This initiative is Funded by the Department of Education and Lifelong Learning through the Canada-PEI Labour Market Agreements

peitsc.ca

HR CO-ORDINATOR

EXPECTED ROLES

New Driver Assessments (~10 Hours per week)

The new driver assessment project assesses potential new drivers on their likelihood of obtaining employment within the industry following their driver training. As part of this assessment, individuals will be tested and measured on their essential skill levels, their driving record, their criminal record and their medical fitness. Through a partnership with Skills PEI, only those who meet the minimum industry measures will be eligible to obtain funding for their training. Those that do not meet the standard will not be able to work in the industry until their issues are resolved.

As part of the New Driver Assessments, the HR Coordinator will be responsible for:

- Client Registrations
- Data Collection / Client Follow-ups
- Promotion
- Industry Career Presentations
- Monthly TOWES Assessment
- Industry Documentation Assessments
- Filing / Organization
- Addressing questions and concerns related to the process

WorkPEI / Employment Coordination (~15 Hours per week)

The PEITSC has just moved its Job bank over to WorkPEI's job board. The old PEITSC job bank has been well utilized with close to 50 companies registered over the past few years. It has been successful in matching many employers and employees over the years. It does have one major shortcoming however, and that is that PEITSC staff simply did not have the time to monitor or follow-up with it. As a result, there were certainly missed connections for employment as well as many vacancies that are not getting posted within industry. With that being said, the role of the HR Coordinator is to reduce these missed connections and opportunities and encourage employers to post all of their positions. As a result, the Coordinator will take on the following roles:

- Build/grow Employer base for WorkPEI Transportation
 - Utilize current PEITSC Job Bank registrants
- Build/grow Employee base for WorkPEI Transportation
 - Promote through PEITSC network
- Assist WorkPEI staff in identifying cross sector employers to ensure positions are being posted in proper sector.
 - Possibly hand select positions that should be posted under "Transportation"
- Promote WorkPEI opportunities through PEITSC Network

- Assist employers in job matching employees
 - Meet regularly with PEI Trucking employers to develop job postings
 - Develop job descriptions and create posts for employers to ensure each job is getting posted
 - Anticipate future hiring needs and assist companies prepare for this.
 - Identify any potential trends (timing, turnover, etc)
 - Meet with applicants to pre-screen and build database
 - Find opportunities for applicants within the sector where possible
 - Identify any skills gaps for applicants and assist them in rectifying these issues.
- Share/promote PEITSC career information
 - Career Guides
 - Career Video Series
 - Etc.
- Career Promotion
 - Social Media
 - News Media
 - Posters
 - Group Presentations
 - Attending events
 - Booths at island events

Other Potential Projects (~12.5 Hours per week)

Further to the above mentioned activities, the HR Coordinator would also build on the work of the PEITSC to build outreach and promotion for the PEI trucking industry. This may be achieved in the following areas:

Youth in Trucking

- High School Presentations
 - Partnership with Atlantic Provinces Trucking Association
- High School Career Fairs (AARO)
- Build relationships with school career influencers
 - Potential co-op opportunities
 - Promotion of new online content
- Develop opportunities for youth within industry
 - Assist employers in developing positions for youth
 - Building on Team Youth trucking positions
- Social Media campaigns
- Trucking Camps

Social Media

- Respond to social media questions/comments
- Keep posts up to date and valuable to keep our strong reach
- Build Social media outreach

Industry Training Liaison

- Improve relations between training schools and industry
 - Identify training gaps
 - Provide possible solutions
 - Develop coaching opportunities
- Explore training internships with local/regional carriers
- Keep in contact with clients that are in training
 - Reduce future barriers by identifying training gaps before training ends
 - Work with employers to provide opportunity for additional training opportunities
- Discuss issues/opportunities with training schools regarding :
 - Funding
 - Screening process
 - Internships
 - Employers

Industry Immigration Liaison

- Educate PEI trucking industry on use of immigration to fill workforce vacancies
 - Break down myths
- Work with PEI Office of Immigration to help promote immigration programs within the PEI trucking industry
 - Joint information sessions
 - One-on-one meetings with industry employers
- Assist PEI trucking employers develop their own immigration recruitment strategies