

## Human Resources Business Partner

Intelligent Wellhead Systems (IWS) is currently seeking a full-time, permanent HR Business Partner to join our US team in Midland. IWS designs, tests, manufactures, and deploys proprietary and unique digital safety and efficiency workflow technologies for oil and gas well completion operations. The company's inVision™ Technology Platform helps oil/gas and oilfield service companies reduce operating risk, lower the total cost of operations, and improve uptime. IWS, a privately owned technology and services company and is backed by Pason Systems Inc. ("Pason") (TSX: PSI).

[www.intelligentwellheadsystems.com](http://www.intelligentwellheadsystems.com)

IWS is seeking a highly motivated and professional HR Business Partner to provide US support to the Human Resources Department in Calgary, Alberta Canada. This position will be a hybrid role working both remotely and in the office. Reporting to the Human Resources Director in Calgary you will work in a team environment and help build a competitive organization by supporting the on-boarding and engagement process' plus coordinating and assisting with human resources administration, office services, health and safety and benefits administration requirements. The role will also be responsible for supporting the performance management, compensation, and ER processes. Specifically, the Human Resources Business Partner will be responsible for:

- Recruiting and retaining the best talent through innovative and inclusive recruitment and on-boarding strategies.
- Supporting rewards and recognition programs that increase business results and employee engagement
- Supporting people programs and engagement practices
- Helping leaders deal with organizational, people and change related issues
- Providing support in identifying training needs and assisting in aligning training programs with business objectives
- Driving HR Initiatives and projects
- Supporting the employee relation requirements
- Facilitating HR administration plus handling data entry requirements
- HRIS subject matter expert
- Supporting HR development processes and practices
- Coordinating and handling the referral program and exit interviews
- Assisting with US and CDN benefits administration
- Contributing to the creation of business strategies and HR programs
- Supporting the performance management and compensation planning process
- Reinforcing HR policies and practices
- Supporting health and safety initiatives

- Providing support for office services area
- Building and maintaining strong relationships with employees

Desired qualifications and experience for the Human Resource Business Partner role are:

- Certificate and/or diploma in either human resources management or similar from a post-secondary institution – designation preferred (i.e. PHR, CP, CCP, SCO, SHRM or similar) is highly preferred
- 6 - 8 years experience as a generalist in human resource management and administration
- Good command of Microsoft Office and exceptional excel skills are needed
- Ability to work successfully in a dynamic fast-paced work environment, (many balls in the air and many moving parts at once)
- Capable of communicating clearly, concisely, and effectively to all employees at all levels of the organization
- Knowledge of legal requirements and practices related to day-to-day management of employees
- Ability to travel to various work locations within Canada and the US

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