



RED EARTH CANNABIS

Human Resources Manager

ABOUT OUR COMPANY:

Red Earth Cannabis Ltd. is in the process of obtaining a licence to process CBD through Health Canada. We are in the early stages of building our team to develop superior CBD oil that will be made available to alleviate the suffering of patients with debilitating health issues.

Our company cares about quality, yield, safety and environmental sustainability, and investing in a facility that meets these goals.

We believe in the healing qualities that cannabis has to offer and will strive to produce a high-quality product for patients at an affordable rate.

THE POSITION:

We are looking for a self-motivated Human Resources Manager to join our team at Red Earth Cannabis. The Human Resources Manager is responsible for the overall leadership and management of the human resources systems at the Brackley facility. This position focuses on meeting business performance objectives through effective HR planning, development, coaching and problem solving.

You will also act as the “go to person” for employees and managers and as the point of contact for all HR matters within the facility. The HR Manager will provide the best Human Resources support to the business and employees by looking for continuous improvement opportunities throughout the business.

The successful candidate will have proven excellent interpersonal skills and experience providing leadership and consultation to different levels of Management on all matters related to HR. This role is for a HR professional who has a history of success in developing HR solutions and business partnering at all levels of the organization.

THE LOCATION:

Red Earth Cannabis Ltd. will be based in Brackley, PE. Brackley is a small rural community, located at the north boundary of the City of Charlottetown in the Province of Prince Edward Island, Canada.

The beautiful City of Charlottetown is the capital city of Prince Edward Island, and is Canada’s “Birthplace of Confederation”, after the historic 1864 Charlottetown Conference that led to Confederation. Charlottetown is rich in history and culture. Many of the provincial and federal offices, and health and educational institutions are located in the city. Charlottetown is located within a 60-minute drive of all major points of access to and from the island.

A quality of life that is second to none. Big city amenities, restaurants, nightlife, theatre, entertainment and arts and culture that only a Cultural Capital of Canada would be able to provide. Major cultural and sporting events year-round, with boardwalks that stretch almost the



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entire southern boundary of the city as you walk along one of the finest deep-water harbours in Canada. All of this in a safe, clean environment where real estate costs are low, friends are everywhere, and you and your family will want to stay, forever.

WHY YOU SHOULD APPLY?

- We offer a competitive benefits package after 3 months of full-time employment.
- Competitive salary negotiated on experience.
- Top Benefits.
- Excellent growth and advancement opportunities.
- Independent working conditions.

DUTIES:

- Identify, gather and provide requirements to help with the development of HR policies, programs and initiatives and participate in implementation
- Oversee all recruitment activity for facility
- Research and provide management with recommendations on compensation including salary, benefits, and employee rewards
- Participate in the selection of candidates at all levels of the organization
- Organize and conduct new employee orientations and prepare on-boarding packages
- Support employees to address concerns and to facilitate discussions as required
- Serve as the first point of contact on all payroll, benefits and policy inquiries
- Provide day-to-day support to Managers and Employees on all HR related matters
- Advising management and resolving employee relations issues in the day-to-day. If required, conducting effective, thorough and objective investigations and providing recommendations for conflict/issue resolution
- Provide guidance to managers on applying company policies and procedures, ensuring they are applied fairly
- Ensure effective communication of Company-wide and local initiatives and decisions
- Improve and manage the on-going delivery of HR owned & delivered training
- Champion and promote the use of performance management tools such as scorecards, talent audits and performance reviews
- Serve as a member of the lead team promoting the safety and well-being of all associates in the processing facility.
- Managing labour and employee relations issues to improve sustainability and culture of the organization
- Site training and team development
- HR information systems management
- Disability management
- Compliance activities and related systems
- Business-wide HR initiatives and continuous improvement projects
- Annual salary planning and performance review processes



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- Maintain knowledge of progressive HR practices and trends to drive departmental initiatives
- Promoting Health and Safety by ensuring compliance in partnership with General Managers
- Working closely with management and employees to improve work relationships, build morale, increase productivity and retention
- Manage multiple priorities in an energetic, fast-paced environment

EDUCATION/SKILLS/QUALIFICATIONS:

- Bachelor's degree in Human Resources Management or a related field
- 5+ years of Human Resources experience and solid experience providing counsel to leaders and employees on issue and grievance resolution and in employee and labour relations
- Strong knowledge of Prince Edward Island labour and employment law.
- Strong interpersonal skills with the ability to influence and build positive relationships across all levels of the organization
- The ability to influence and partner with management at the executive level
- The ability to analyze business goals and implement change as a result
- Management of volume recruitment activities across all functions
- Coaching and supporting managers during times of organizational change
- Experience delivering training
- Ability to (both verbally and written) convey information clearly, concisely and logically
- Natural relationship builder
- Fostering a positive work culture
- Strong business acumen and understanding of business strategy
- Ability to handle internal and external customer contacts with tact, diplomacy and courtesy
- Demonstrated project planning and organizational skills including project and time management
- Strong levels of personal and professional integrity
- Champion and role model of ethical business conduct.
- Able to build trust and maintain confidentiality as a key confidante of employees and management.
- Team builder and works with leadership to create a culture of engaged employees
- Excellent computer skills, including proficient in MS Office (Excel., Word, PowerPoint)
- Experience using data and metrics to identify and address HR issues and trends
- Comprehensive problem solving, analytical and decision-making skills
- Demonstrated strong facilitation and presentation skills
- Strong screening and interviewing skills including behavioural interview techniques
- Self-starter
- Highly organized
- Strong attention to detail
- Results oriented
- Resourceful



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- Excellent oral and written communication skills with the ability to communicate with employees

To Apply: Please send your resume and a cover letter to info@reearthcannabis.com and quote “Quality Assurance Manager” in the subject line. Only those applicants that will be interviewed will be contacted.

Red Earth Cannabis Ltd. is an equal opportunity employer and all qualified applicants are encouraged to apply.

Job Type: Full-time, permanent

Salary: \$60,000 - \$75,000/year

Application Closing Date: September 20, 2019