



POSITION: Human Resources Specialist
REPORTS TO: Human Resources Director
SALARY: \$60,000-\$75,000
TERMS OF EMPLOYMENT: Permanent - Full Time
LOCATION: Charlottetown, PE, or remote (Prefer PEI)

Island Abbey Nutritionals provides full contract manufacturing, bottling, and packaging services for white-label production-from concept to launch.

We are also the proud makers of Honibe® natural health products- the only pure solid honey products in the world scientifically proven to retain all of honey's naturally occurring health benefit.

We are looking for a **Human Resources Specialist** with a keen ability to drive HR initiatives and foster a positive workplace culture. This new role will work with the HR team to deliver projects in support of optimizing candidate and employee experience. You will champion change and help position the company for success. If you thrive in a fast-paced, internal customer service environment, this could be the start of your next adventure!

KEY RESPONSIBILITIES

- Support or own execution of strategic HR projects and/ or initiatives promoting positive culture, continuous improvement, and best practices.
- Provide guidance to employees and managers on issues and company policies to foster a positive work environment.
- Conduct surveys to gauge employee satisfaction and identify target areas for improvement.
- Review HR data, identify trends, and potential action items to influence trends.
- Own full cycle of recruitment process which includes sourcing, interviews, references, and offer negotiation.
- Enhance orientation and onboarding programs to promote a positive employee experience and accelerate new hire integration.
- Coordinate New Hire Orientation and deliver HR segment.
- Champion diversity, equity, and inclusion initiatives to foster a culture of belonging and equal opportunity.
- Write and distribute employee communications. This includes developing and maintaining a communication schedule and gathering inputs.
- Perform other related duties as assigned by management.

QUALIFICATIONS

- 5+ years related experience in progressive Human Resources roles.
- Post-secondary education in Human Resources Management, or equivalent combination of education and work experience. CHRP designation would be considered an asset.
- High integrity with ability to maintain confidentiality and manage highly sensitive information.
- Strong communication and interpersonal skills.
- Highly motivated, self-starter



- Ability to prioritize deliverables and work independently or within a team.
- Proficient with Microsoft Office including Office 365.
- Familiar with ADP Payroll and HR Workforce Now is preferred.
- Working knowledge of HR laws and regulations.
- Experience in HR knowledge areas such as benefits; compensation; employee relations; performance management; employee development; and training is required.
- Ability to interpret data, prepare reports and company-wide business correspondence.
- Ability to deal effectively with a diversity of individuals at all organizational levels.

OTHER

Must have proof of eligibility to work in Canada.

PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO)

This position requires the ability to:

- Sit for an extended period.

HOW TO APPLY

Visit our [career centre](#) to apply.

We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.