

HUMAN RESOURCES, COMMUNICATION AND MARKETING SPECIALIST

📍 BATHURST HEAD OFFICE

Roy Consultants, an innovative company that supports employment equity and that is committed to community development, is seeking applications to fill a part-time or a full-time human resources, communication and marketing specialist position at its Head Office located in Bathurst.

Roy Consultants employs nearly 90 professionals in New Brunswick, and provides a wide range of services in mechanical, electrical, structural, municipal, transportation, environmental and geotechnical engineering. Serving a large clientele from public works, government services, municipalities and the private sector, Roy Consultants is involved in the building, civil infrastructure, heavy industry as well as environment, soil and material markets. For more information on our firm, [click here](#).

EMPLOYMENT OPPORTUNITY



WHAT WE OFFER

- The opportunity to contribute to the work carried out by a team of designers and site personnel who work mainly in the realization of engineering projects;
- The opportunity to play a central role in the management and development of the firm's activities, ensuring a strong link between management, department heads and teams, as well as overseeing key aspects of human resources, communications and marketing;
- A work environment created by a team of committed professionals in a collaborative atmosphere that will allow you to reach your full potential through a multitude of concrete achievements;
- A flexible corporate spirit adapted to the needs of employees in a professional framework.

REQUIRED SKILLS

- Proficient in Microsoft Office 365® software as well as information and communications technologies;
- Good verbal and written communication skills in both official languages;
- The ability to lead constructive discussions and to foster effective collaboration;
- An in-depth knowledge of marketing and communication principles;
- Proven experience in human resources management, including performance management;
- The ability to achieve professional autonomy in an active work environment;
- A sincere team spirit, a real sense of responsibility and an understanding of professional ethics;
- An ease of adaptation to various situations, a willingness to overcome challenges and an understanding of the industry's reality.

SPECIAL CONDITIONS OF EMPLOYMENT

- Hold a university diploma from a recognized program in a related field;
- Possess four years of related work experience in a similar role;
- The equivalent in education, training and experience could be considered.



All persons interested in applying for this employment opportunity are asked to send their curriculum vitae to

✉ jobs.emplois@royconsultants.ca

JOB DESCRIPTION

Human Resources:

- Actively participate in recruitment efforts and events;
- Coordinate the onboarding of new employees by ensuring that they receive adequate support.
- Implement and ensure the effective functioning of a new business mentorship program;
- Ensure the application of internal policies and procedures. If necessary, modernize them in accordance with market trends and/or applicable laws and regulations;
- Ensure the effective functioning of the employee competency assurance program, including the organization of training sessions, based on identified needs;
- Ensure the effective functioning of the employee performance valuation program, including the implementation of effective appraisal processes and tools;
- Ensure the improvement of the "RC" experience through the implementation of various initiatives that promote commitment and cohesion within the company.

Communications:

- Oversee activities of the clerical personnel in ensuring the quality of published writing, including compliance with graphic standards;
- Design and implement internal communication initiatives to promote transparency, collaboration, and cohesion within the company;
- Coordinate marketing communications, including advertisements, website, social media and public relations;
- Write marketing content, including corporate descriptions, achievement portfolios, curricula and presentation materials;
- Provide support to project managers in the preparation of major service proposals by writing, revising and/or improving non-technical documentation.

Marketing:

- Design and implement marketing strategies to promote RC's services and expertise as well as branding;
- Actively contribute to the creation of marketing content, including articles, videos, infographics and presentations in partnership with external service providers;
- Share with RC's front-line professionals assignments related to the firm's business development efforts.