



Tundra Oil & Gas is a Manitoba-based oil and gas exploration and production company and a wholly-owned subsidiary of Winnipeg-based James Richardson & Sons, Limited. Tundra's head office is in Winnipeg, with additional offices in Virden, Estevan, and Calgary. At Tundra, we believe that our people are the foundation of our success, and we are dedicated to growing our company in a sustainable and disciplined way. This philosophy has served us well since our inception in 1980. Today, Tundra is a team 325-strong, and a leader in the Manitoba and southeast Saskatchewan oil industry. We take pride in supporting the communities in which we operate and stewarding the resources we manage for today and for the future. We are committed to working together and to getting everyone home safe every day.

Tundra has an opportunity for an **HR Advisor**. This role will ideally be based in the **Virden, Manitoba** location, however, is open to work out of Winnipeg with travel to Virden on a monthly basis. The incumbent in this role will be eligible to participate in Tundra's hybrid work schedule.

The HR Advisor is responsible will be responsible for the day-to-day requirements of all components of Human Resources to primarily support the Virden and field locations, and recruitment support to the Winnipeg location. Reporting to the Director, Human Resources and working closely with the Human Resources Business Partner, the HR Advisor will provide support and HR advice to management and employees primarily, but not limited to, our Winnipeg and Virden locations.

- Support the employee lifecycle by delivering and advising on all HR generalist activities (e.g., hiring, onboarding, termination, exit interviews, role changes such as promotions and transfers, training and development, etc.).
- Provide information and support to answer business leaders and employee inquiries.
- Provide full-cycle recruitment for positions in Winnipeg and routine hiring roles Virden.
- In partnership with the HR Business Partner, coordinate and participate in a variety of career fairs, as required, to promote Tundra's business, attract and recruit potential candidates.
- Oversee the employee new hire onboarding process including the delivering of day-one orientation, coordination with other departments for the setup of technology, and ensuring leadership and employees have the information needed for a successful onboarding.
- Support leadership with departmental training/professional development requirements, both internal and external, and coordinate and organize training requirements.
- Advise business leaders on all aspects of organizational effectiveness including recruitment and selection, new hire orientation, compensation and benefits, employee relations,

compliance, policies administration, performance management, training and ad hoc requests.

- Assist with the development, modification, and administration of policies and procedures per Tundra's requirements and in conjunction with the Employment Standards.
- Provide guidance and assistance in the disciplinary action process; make recommendations on the appropriate level of corrective action.
- Conduct workplace investigations, maintain proper documentation, partner with leadership on outcome, and ensure timely resolution and follow-up on employee relations issues.
- Prepare the quarterly HR Bulletin newsletter publication and distribution.
- Assist with completing regular HR or other related ad hoc reports.
- Conduct research and provide analysis in a variety of HR disciplines as requested by the Director.
- Assist with posting communication on the company intranet.
- Lead and/or participate on various HR projects or company initiatives.
- Provide back-up to the Human Resources Business Partner and Human Resources Coordinator.
- Other relevant HR duties as required.

Candidates for this position will possess the following qualifications and competencies:

- Post-secondary education with an emphasis in a human resource or business-related field is preferred, although a combination of education and experience may be considered.
- Chartered Professional in Human Resources Professional (CPHR) certification considered an asset.
- 2-5 years of experience in a Human Resources generalist capacity.
- Prior oil and gas production and exploration knowledge and experience is considered an asset.
- Proficiency in Microsoft Office applications including Word, Excel, and Outlook is essential.
- Prior experience with ADP HRIS software is an asset.
- Excellent customer service abilities; sensitivity to customer issues and understanding the importance of diplomacy and confidentiality.
- Superior listening and communication skills, both written and verbal.
- Excellent relationship building and relationship management skills.
- High level of confidentiality and discretion is required.
- Superior level of accuracy and attention to detail.
- Ability to manage shifting priorities ensuring all deadlines are met accordingly.
- Strong problem solving and judgment skills.
- Results focused with ability to work independently and productively under time pressures.
- A high level of self-motivation and initiative, along with the desire to continually improve.
- Possess attributes such as maturity and judgment, accepts responsibility and accountability, and common sense.
- Adhere to the safety accountabilities as per Tundra's Safety Policy.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

If you are interested in joining our team, please visit the Careers section of our website at www.tundraoilandgas.com to submit your application by **end of day, May 21, 2023.**

We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.

EVERYONE HOME SAFE EVERY DAY.