



	Job Description
Role	Human Resources Manager
Department	G&A
Reporting to	CEO
Updated	September 2024

Get to know us!

We're a small start-up turned global leader in the marine software space, now serving many of the world's largest maritime companies worldwide.

Our team believes in a culture of delivery, focused on creating success for our customers and employees, and we're always looking for talented people who want to make an impact and have fun doing it.

We're proud to have built a company with global reach while still staying true to our small company roots and values. We live and work centrally from Victoria, BC but operate globally with staff in leading cities around the world.

Make your impact with a rapidly growing Marine Software business!

A quick summary of the role:

We're looking for a new team member to join us as a Human Resources Manager (HR Manager) to help us continue the incredible growth of our company, revenue, and user base around the world.

As our newest HR Manager, you'll have the opportunity to make a significant impact by driving our people strategy and shaping the future of the company. With your proactive, 'can-do' attitude, you'll collaborate with a dynamic team to ensure our HR practices foster growth, development, and success for both our employees and the business. Your expertise and initiative will be key in creating an HR strategy that aligns with our values, empowers our people, and supports the company's continued success. This is your chance to lead, influence, and make a lasting difference.

This role is open to remote candidates in British Columbia or Alberta.

We'd love to chat if you have:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 5 years of experience in HR management, with a proven track record of partnering with leadership teams on organizational design and resource planning.
- Strong passion for developing high-performing teams and the ability to create and communicate HR strategies that inspire and align with business objectives.
- Demonstrable expertise in HR policy development, talent management, and employee engagement, gained from experience in an HR leadership role.
- Proficiency in current HR practices, including talent acquisition, onboarding, training and development, and remote workforce management.
- Proven ability to analyse HR metrics and leverage data to design and continuously improve HR programs, ensuring they effectively support business needs.
- Experience in managing HR budgets, demonstrating ROI of HR initiatives, and driving organizational value.
- Proficiency in HR software and tools, particularly in talent management and compliance tracking (Workday)
- Consulting experience or experience operating a small business preferred.

Who are you (soft skills):

- Trusted advisor to the executive team, offering strategic HR insights to drive company success.
- Empathetic leader, committed to fostering a supportive and inclusive workplace culture.
- Collaborative partner with a proactive mindset, working closely with leadership to implement HR strategies effectively.
- Clear communicator, ensuring HR policies and strategies are well understood and successfully executed.
- Strategic thinker, aligning HR initiatives with overall business goals.
- Proactive problem solver, anticipating challenges and developing solutions ahead of time.
- Data-informed decision maker, leveraging HR analytics to guide business-aligned decisions.
- Cultural champion, enhancing employee engagement and well-being, especially in remote and diverse settings.
- Adaptable professional, thriving in dynamic environments and quickly adjusting strategies when necessary.
- Compliance advocate, ensuring HR policies meet legal standards while supporting business objectives.

How you will be spending your days:

- Develop and execute HR strategies that align with business goals, ensuring organizational design and talent management support the company's long-term vision.
- Enhance the company's talent pool by attracting and retaining top performers, driving initiatives that reduce attrition and increase overall team performance.
- Collaborate closely with senior leadership to ensure HR policies and practices align with strategic objectives and legal compliance, providing guidance on organizational development and resource planning.

- Foster a supportive and inclusive workplace culture, implementing programs that enhance employee engagement, well-being, and career development, particularly within a remote work environment.
- Proactively identify and mitigate HR risks, ensuring the business is protected from potential legal and operational challenges.
- Leverage HR analytics to inform decisions, monitor performance, and continuously improve HR processes, aligning them with business needs.
- Mentor and support managers in cultivating an accountability culture, providing coaching and tools to enhance their leadership capabilities.
- Manage the HR Associate with a leadership style that embodies the coaching you provide other leaders.
- Drive the company's remote culture, ensuring that distributed teams remain engaged, connected, and aligned with the company's values and goals.
- Build and maintain relationships with key stakeholders, ensuring HR initiatives are communicated effectively and support the broader objectives of the business.
- Serve as a trusted advisor to the executive team, offering strategic HR insights and contributing to informed decision-making that drives company success.
- Regularly review and refine HR policies to ensure they are compliant with legal standards and align with the evolving needs of the business.
- Engage with employees at all levels, gathering feedback to inform HR initiatives and foster a culture of continuous improvement.
- Support and embody the company's culture of collaboration, accountability, and adaptability, actively participating in team events and initiatives.

What technologies you will be working with:

Slack, MS Office 365, Confluence, Workday

What is it like to work at Helm Operations?

First and foremost, we value diversity, equity and inclusion. Together we all create a unique combination of backgrounds, experiences, and cultures. We have various interest slack channels around books, plants, skincare, furry friends, tv shows, you name it. Whatever your quirk is, you will feel at home here.

Secondly, we believe flexibility allows us to bring our best selves to work. We trust each other to get our job done on our own terms. We currently have 80 colleagues working remotely from Canada, Brazil, Peru, Spain, and India.

And as much as we value connection at work, we also believe in work/life balance.

People here love being their authentic selves, contributing unique experiences, sharing ideas, perspectives, and intellectual curiosity. We'd love for you to join us.

Benefits/ Perks:

- Competitive salary of \$90,000 – \$120,000 (subject to relevant skills, related experience, and education)
- Work remotely from British Columbia or Alberta (if you are in Victoria, BC, and would like to go into the office, we are centrally located in the heart of downtown and have the best view in town)
- Flexible start and end times (must be available during core business hours)
- Competitive paid time off to recharge and rejuvenate
- Celebrate your birthday with a day off or another day off in lieu if it falls during a holiday
- 7 Floater days (North America only)
- Holistic health and wellness benefits from day 1: Company-paid medical, dental, and vision
- Wellness reimbursement for selected activities after 3 months
- Corporate discount on selected fitness memberships
- Dedicated non-work Slack channels to build engagement and relationships
- Bi-weekly and quarterly team-building events
- Employee Stock Purchase Plan Options after 6 months
- Performance Bonus
- Learning and development opportunities (Education Reimbursement as well as in-house learning journeys available based on your role)

*Research has shown that women & under-represented minorities read lists of requirements and consider themselves unqualified if they don't meet every single one. This list represents what we are ideally looking for, but we encourage you to apply even if you don't meet everything 100%. Everyone has unique strengths & weaknesses, and we hire for strengths and potential. *

Helm is proudly an Equal Opportunity Employer where everyone is welcome. Everyone brings a different personal story and perspective, and this diverse mix of minds, backgrounds, and experiences is where our greatest ideas come from. We welcome people of all races, ethnicities, ages, religions, abilities, genders, and sexual orientations to make us an even more vibrant company. We want everyone to bring their authentic selves here, to share our values, shape our vision, drive innovation, and become part of a culture we celebrate every day.

While we thank all candidates who apply, we will be reaching out to candidates who meet the hiring manager's requirements on their resume.