



Human Resources Generalist – Houston, TX

Certarus Ltd (“ Certarus ”), a leader in the delivery of natural gas fuel, is a private company with a focus on operations in the USA and Canada. From sourcing and compression to transportation, delivery and decompression, our company provides logistics and monitoring of our end-to-end compressed natural gas (CNG) solution.

Do you want to put your fingerprint on a market leading company? Certarus is looking for our first US HR professional as we open the doors in our Houston office. We are a progressive, high growth company with a market capitalization in excess of \$350MM, over 135 employees in 8 states and provinces, and a business that has doubled in scale over the last year and will double again next year. We are looking for a passionate, high performing individual to execute our people agenda in the US!

Summary:

Due to continuous company growth, we now require an intermediate level Human Resources Generalist who will provide day-to-day HR support to hourly and salaried employees in the US. Responsibilities will include recruiting, benefit administration, assisting employees with HR, payroll and benefits related questions, and assisting with HR policy and procedure development and communication. This position will appeal to a motivated individual that would like to gain exposure to all areas of HR with a leader in fuel supply services. The position is based in our new Houston office.

Key Duties and Responsibilities:

- Act as main point of contact for all USA employees, answer any HR related questions and provide guidance on routine and complex employee relation issues
- Be a champion of Certarus culture and identify opportunities to foster a positive culture that values high performance
- Maintain electronic and physical personnel records, ensuring compliance with audit and privacy legislation requirements
- Complete income verification documentation and administer unemployment compensation claims
- Assist with performance management documentation and corrective actions
- Monitor and report out on HR KPIs
- Partner with corporate office and managers to lead special HR projects including employee engagement initiatives, training, compensation reviews, continuous improvement initiatives and other HR projects as required
- Some travel to US locations required

Recruitment:

- Lead the overall recruitment process for hourly and salaried positions across USA, ensuring hires are a fit with Certarus core values
- Manage high volume recruitment including posting positions, screening resumes, providing shortlists to managers, conducting interviews, creating offers, processing background checks, and completing new hire set up and orientation
- Manage online job postings and come up with creative ways to proactively source candidates in our operating areas

Benefits Administration:

- Act as benefits Subject Matter Expert. Oversee all benefits administration including enrollments, maintenance, terminations, and annual open enrollment process
- Investigate discrepancies with broker and benefit providers, and provide timely follow up to employees

Requirements:

- Post-secondary education in human resources or related field
- Minimum of 3 years' experience in a Human Resources capacity with exposure to recruitment and benefits administration
- Passion for full cycle, high volume recruitment
- Knowledge of oil and gas industry is considered an asset
- Experience with start ups or high growth companies is an asset
- Excellent verbal skills to interact knowledgeably and diplomatically at all levels
- Ability to prioritize and multitask a variety of tasks and projects under tight deadlines
- Able to maintain a high level of confidentiality
- Proficient with Microsoft Office Suite

Certarus offers a competitive compensation package, including medical benefits through Blue Cross Blue Shield, Dental, Vision, and Life through Guardian and also a 401K match program. Above all, this exciting opportunity offers the successful candidate unlimited career advancement with a dynamic, growth oriented, and employee focused organization.

Please send resume and cover letter to: careers@certarus.com