



<b>Job Title</b>	Human Resources Manager, North America
<b>Location</b>	Vancouver, BC
<b>Reports to</b>	Chief Financial Officer
<b>Date Posted</b>	Nov. 18, 2020

## Job Summary

Help the world transition to a renewable energy future. Invinity Energy Systems makes large-scale energy storage systems that provide power when the sun isn't shining or the wind has stopped blowing. Invinity, listed on the London Stock Exchange, is growing rapidly and needs to bring on its first dedicated HR resource in North America. As HR Manager of 50 employees growing to 75, you will work alongside our UK People Manager supporting our managers in Vancouver and US to ensure that Invinity continues to have a world-class, motivated, and productive workforce as it grows and develops.

To thrive in this position, you will be committed to continuously evolving HR practices to best support our people. You like working collaboratively in a fast-paced environment. In a single day, you may be on a conference call with our team in Scotland, writing a job description, giving advice to a manager, and finding time to chat with a colleague. If this sounds like you, this position may be yours. Invinity's philosophy: strive for excellence, manage the culture, learn from mistakes, focus on results, and build teams that work effectively together.

## Responsibilities

- Talent acquisition
- New employee onboarding
- Compensation, payroll liaison and benefits administration
- Standardization of people-related processes
- Organizational development
- Supporting employees in Vancouver, California and Washington State

## Requirements

- Ten-plus years of experience as an HR generalist in one or more fast-growing small to mid-size companies.



- Post-secondary education in Human Resources. CPHR candidate or designation is an asset.
- Knowledge and experience with BC and U.S. (California) labour law and regulations (Washington State desirable).
- Knowledge of HRIS systems and an ability to develop and implement processes and procedures.
- Experience in talent acquisition, both in-house and using recruiters.
- Experience with organizational development including developing policies collaboratively with managers and executive staff.
- Knowledge of payroll and benefits with experience using providers in these areas.
- Word, Excel, PowerPoint, and Teams or Zoom.
- Designing, organising and facilitating training programs.
- Knowledge of implementing ISO 9001 would be an asset.