



The Cahill Group is one of the largest multi-disciplinary construction companies in Canada, with operations from Newfoundland to Alberta. We believe in taking care of our people with rewarding career opportunities, competitive compensation packages, and a dynamic working environment.

### **Labour Relations Coordinator**

The Cahill Group is currently recruiting for a Labour Relations Coordinator to provide support to the corporate Human Resource department in St. John's, NL.

#### **Responsibilities**

- Completes and tracks workforce requests and referrals
- Liaises with applicable unions to ensure that appropriate trades personnel are referred
- Supports the day-to-day labour inquiries from the project teams
- Ensures an onboarding and off boarding process for trade personnel has been established and followed for each project
- Coordinates the logistical requirements for the timely onboarding of trades, including code of conducts, medicals, alcohol and drug tests, travel, accommodations, etc.
- Coordinates with the HR Assistant and HSE to ensure all required training certifications are received and valid prior to mobilization
- Issues onboarding documents and ensures the full package is received and provided to payroll in a timely manner
- Assists with the demobilization of trades and tracks key personnel for re-assignment;
- Assists Talent Manager with the collection of trade competency reviews
- Builds positive employer-union relationships
- Other duties as required

#### **Qualifications**

- Three to five years construction project labour relations experience
- Experience mobilizing and demobilizing trades to project sites
- Thorough knowledge of building trade unions
- Ability to work independently and within a team
- Ability to prioritize tasks and complete deliverables with strict deadlines in a fast-paced environment

If you are interested in joining our growing team, please apply in confidence to [employment@cahill.ca](mailto:employment@cahill.ca), quoting competition **GJC-LRC-08-20**. Cahill is an equal opportunity organization. While we thank all applicants for their interest, only those under consideration will be contacted.