

# JOIN OUR TEAM!

## Innovate, Collaborate and Elevate with AKA!



By joining AKA, you become a part of a community driven by innovation and a vision for a cleaner world, transforming global power utilization and increasing sustainability with cutting-edge technology.

### WHO WE ARE

AKA Energy Systems (AKA) is a systems integrator that offers innovative energy solutions to various industries. With a team of electrical, mechanical, software, and automation engineers, we...

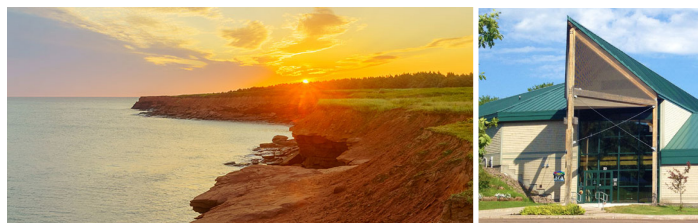
- **DEVELOP,**
- **BUILD,**
- **TEST,**
- **DEPLOY, and**
- **MAINTAIN**

Power systems in marine and offshore industries, microgrids and renewable energy technologies in land-based industries. We operate from offices located in Canada, the United States of America, Europe, and Asia, with teams deployed around the world. Engineering, Manufacturing, and Services are based primarily in our Prince Edward Island facilities.

*We prioritize caring for one another, our communities, and the environment. Our goal is to create a significant and positive global impact through the development, advancement, and commercialization of technologies that enhance safety, promote environmental cleanliness, and improve overall well-being.*

### OUR COMMITMENT TO YOU

- Creative and challenging work environment immersed in cutting-edge technologies
- Working with experienced cross-functional teams in a globally renowned company
- Flexible working conditions and exciting travel opportunities
- Continuous training, and professional and personal development
- Opportunities to learn and work across a wide array of projects and engineering disciplines
- Competitive compensation package, including attractive group benefits.



**AKA**  
Energy Systems

Ahead of the Current. Local Presence. Global Reach.

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**NOW HIRING  
CAREERS AT AKA**

# HR GENERALIST

Employment: Full Time | Reports To: CEO | Location: Poole's Corner, PEI

## ABOUT THE ROLE

The Human Resources Generalist will participate in the full range of human resources programs including talent acquisition, performance development and management, employee relations, recognition, compensation, benefits, disability and attendance management, change management and health and safety, in a manner that is consistent with AKA values and legally compliant.

### POSITION RESPONSIBILITIES

The HR Generalist is required to undertake the following:

- Foster strong employee relations and a positive culture by developing strong relationships with managers and employees and being an ambassador and champion for the organization's initiatives
- Provide advice to hiring managers, managing the recruitment process, including sourcing options, design interview scripts, facilitate the interview and selection process, conduct reference checks, make recommendations to hiring managers on pay decisions based on the compensation policy, create offers of employment
- Demonstrate a quality mindset by seeking to identify opportunities to create efficiencies and add value, or streamline processes
- Contribute to the human resources strategic plans, policies and corporate communication process
- Coach people managers and staff on the performance management and disciplinary policies
- Assist people managers in the interpretation and application of human resources policies and guidelines
- Administer benefits and wealth accumulation plans
- Educate and coach management about human resources legislation

- Assist in informal and formal investigations of complaints, completing interviews and preparing reports of findings
- Conduct exit interviews and identify trends for the purposes of improving retention
- Conduct new employee orientations at PEI locations
- Other HR administrative tasks as required: tracking time and attendance, filing, editing/updating documentation, arranging training, etc.

### POSITION REQUIREMENTS EDUCATION & EXPERIENCE

- Bachelor's degree or post-graduate certificate in human resources
- The following would be considered an asset:
  - CHRP designation (or working towards)
  - Training or experience in the areas of quality management/continuous improvement
- 3 years experience, preferably in an ISO 9000 certified manufacturing environment
- Strong knowledge of human resources legislation
- Ability to effectively manage competing priorities

### COMMUNICATION

- Communicates complex issues clearly and credibly with widely varied audiences
- Handles difficult on-the-spot questions (i.e., from officials, interest groups, or the media) and exercises tact, diplomacy, forthrightness and confidence

- Overcomes resistance and secures support for ideas or initiatives through high impact communications
- Excellent judgement and demonstrated success in maintaining confidentiality relation skills

### INITIATIVE

- Anticipates and responds in a proactive manner to future needs
- Coaches, supports and encourages others to test their limits
- Exceeds job expectations to contribute to company's objectives

### OTHER KEY SKILLS

- Customer service and relationship management
- Excellent organizational and time management skills
- Negotiating and networking
- Good judgement and analytical ability
- Accuracy and attention to detail
- Leadership and teamwork
- Problem-solving and decision making



**HEADQUARTERS**  
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Canada COA 1R0

**LOCATIONS**  
North America - Canada  
Asia - Singapore  
Europe - MAN Partnership

**CAREERS INFO**  
[www.aka-group.com/careers/career-search/](http://www.aka-group.com/careers/career-search/)  
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