



MARITIME EMPLOYERS ASSOCIATION  
ASSOCIATION DES EMPLOYEURS MARITIMES

## Labour Relation Specialist

**Location:** Hamilton Ontario

**Employment Type:** Full Time

**Work Schedule:** 35 Hours/ Week

**Start:** November 04, 2019

The Maritime Employers Association (MEA) is responsible for the recruitment, the training and the daily deployment of qualified labor across four ports in Eastern Canada, namely the Ports of Montreal, Trois-Rivières / Bécancour, Hamilton and Toronto.

The MEA also has the mandate to negotiate and administer administrate the collective bargaining agreements of its member companies, which include the shipping line operators as well as the stowage companies. The MEA also acts as a health & safety expert-advisor for terminal operators.

The MEA is currently in search of a Labor relations specialist that will support the growth of the organization. The Labor relations specialist will be part of the MEA's personnel in Hamilton.



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Here is a brief overview of the responsibilities, requirements, and skills needed for the position of the labor relations specialist:

## **Job responsibilities**

- Participating in all tasks related to the staffing of unionized personnel;
- Participating in the integration process of new employees;
- Participating in the day-to-day management and monitoring of training activities;
- Conducting training evaluations;
- Updating course plans and evaluation grids related to training;
- Participating in meetings with companies to determine training needs;
- Filling out training incident reports and following up on them;
- Serving on the various Occupational health & safety (OSH) committees;
- Serving on various committees (such as operational, grievance and OSH committees) as a representative of the MEA;
- Ensuring a physical presence on the terminals of the different companies to listen to the needs of the union staff and the companies represented;
- Performing various administrative duties related to the management of labor relations (eg grievance investigations, arbitration, disciplinary and administrative measures, etc.);
- Maintaining the staffing plan which is adjusted according to operational needs;
- Advising companies and stakeholders of the MEA on the interpretation of the collective bargaining agreements;
- Updating and applying operation policies and procedures;
- Carrying out the necessary interventions with employees to ensure compliance with the collective bargaining agreement;
- Participating in the preparation and negotiation process of the collective bargaining agreement.

## **Job requirements**

- Bachelor's degree in human resources or any related discipline such as industrial relations, business administration, etc.;
- Have 1 to 3 years of experience in a related field;
- Interest in training, staffing, health & safety, and labor relations;
- Very good knowledge of MS Office;
- A vehicle that can be used to travel to the different terminals and offices of the Port of Hamilton.
- An interest in heavy equipment;

## **Skills and aptitudes required for the position**

- Be proactive and dynamic;
- Be autonomous and rigorous;
- A good sense of initiative;
- A good analytical capacity;
- Excellent communication and people skills;
- Willingness to learn;
- Good knowledge of French is considered an asset.



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In addition to a stimulating work environment in with dynamic and versatile personnel, the MEA offers a full range of benefits to its employees that includes:

- A group insurance plan: drug & dental insurance, life insurance, disability insurance, travel insurance, and an employee assistance program;
- A defined contribution pension plan.

In this document, the masculine gender is used as a generic for the sole purpose of not burdening the text.

Candidates may be subject to tests required by the employer.

*As an employer, we adhere to the principle of employment equity. Our hiring policy is to recruit and select candidates based on their skills, in order to choose the most qualified candidate for the position. The Maritime Employers Association does not discriminate against candidates in terms of race, color, religion, gender, ethnicity, disability or any other criteria specified in the applicable law.*

*Please note that we will only contact those selected for an interview.*