
Position Title: Human Resource Manager

Department: Human Resources

Reports to: Vice President of Human Resources / Country Manager

Supervises: Human Resource Team

Description:

The Human Resource (HR) Manager leads and coordinates the operational and strategic activities of the HR team – e.g., staffing, HRIS implementation and maintenance, benefits, compensation and leadership development. The position will provide advice, counsel and problem solving support. The HR manager will act as a focal point to provide human resources guidance and solutions, will determine the needs of the organization, assist in developing plans, and implement the plan utilizing a variety of key resources inside and outside the department.

Key Responsibilities:

- Single point of contact to functional management for overall HR function.
- Operates as a trusted and strategic business partner providing advice and counsel and problem-solving to the organization, including management coaching.
- Drives operational excellence in corporate HR initiatives, processes and practices in the company. Will be responsible for the execution of major initiatives that will require project management and functional expertise in most or all HR areas.
- Provides client focused solutions that will include talent acquisition, professional and leadership development, total compensation including base pay, variable pay and long term incentives; employee advocacy through employee interaction and complaint investigations and organizational effectiveness (assessment, resource management, rewards and recognition and change management). Actualizing the above will require utilizing a combination of expertise provided by the incumbent as well as identifying and negotiating key resources (staff and outsourcing) to provide specific expertise.
- Provides guidance and interpretation to department managers, supervisors and employees on employment and compensation policies, practices and procedures, including the company's Employment Equity policies, the Human Rights Code, Immigration and other applicable federal, provincial and local human resources legislation.
- Human resources department implementation and continuous improvement initiatives in policies and procedures in employment procedures, policies and forms to streamline HR related processes and HR Systems and tools implementations to support HR Operations. Monitoring post implementation compliance and effectiveness.
- Health and Safety oversight.
- Compensation and Performance Management, including Benefits Administration oversight.
- Develops outside networks to assist with market trending, HR acumen, and business development.
- Researches and evaluates market trends and provides information to management.
- Participates in requests for proposals and new client acquisitions.
- Leads HR audits to ensure compliance with documentation, policies, procedures, and regulations.
- Creates reports, analyzes data and provides reports to management regarding HR activity as required

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- Coaching, mentoring, and performance management of HR team members
- Assist with special projects and other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree (or equivalent work experience) required, preferably in HR Management, Business Management or a related field. The ideal candidate will have a Masters degree.
- Must be fluent in written and spoken English.
- Demonstrated success in addressing HR issues.
- Excellent verbal and written communication skills, strong interpersonal skills.
- Able to function as a contributing member and leader of various work teams.
- Able to interact with all levels of employees, management, and external clients.
- Organizational and planning skills, including ability to: prioritize work, handle multiple tasks simultaneously, set goals and enforce deadlines, while maintaining flexibility to reassess and prioritize goals
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Analytical reasoning and problem solving skills.
- Ability to maintain accurate and detailed records.
- Computer literacy

Physical Requirements:

While performing the duties of this job the employee requires mobility, the ability to distinguish letters, numbers and symbols as well as hand/eye coordination. The employee regularly sits for long periods of time. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee regularly uses office equipment such as multi-line telephone systems, fax machine, copy machine, calculator. Employee will regularly use a computer for extended periods of time. The employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All of the above job duties may be changed/modified/deleted at any time by the Company; any other job duties may be assigned as needed.