

Job Title: HUMAN RESOURCES MANAGER

Reports to: President

Indirectly Reports to: Director of Business Support

Direct Reports: None

Indirect Reports: None

Classification: Salary/exempt

Summary/Objective: The Human Resources Manager is accountable for overseeing and managing all human resource functions within the company. The Human Resources Manager will act as a trusted advisor to both leadership and employees, promoting a positive work environment, fostering employee engagement, and ensuring compliance with labor laws and regulations.

Main Responsibilities:

- Serve as a point of contact for employees and management regarding HR-related issues, concerns, and questions
- Oversee and manage the recruitment and selection process to ensure the hiring of qualified candidates
- Maintain employee records and ensure compliance with employment laws and regulations
- Develop, administer, and enforce HR policies and procedures
- Develop and oversee employee onboarding, training, and development programs
- Handle discipline, investigations of wrongdoing, and termination of employees in accordance with company policy and labour laws
- Responsible for attendance management and vacation programs
- Manage WSIB claims and ensure timely and accurate reporting
- Implement and manage performance review processes, set employee goals, and assist in career development plans
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Lead, coach, develop and inspire employees to continually improve employee performance while monitoring and promoting employee morale
- Collaborate with senior leadership to develop and implement HR strategies that support the overall business objectives
- Oversee workplace health and safety programs, ensuring compliance with OSHA regulations and promoting a healthy work environment
- Manage the company's social media presence
- Organize employee engagement activities

Competencies:

- Highly motivated, participative leader with a proactive approach
- Excellent communication and interpersonal skills
- Advanced written and oral communication skills to effectively interact with, influence, and motivate people at all levels
- Strong conflict management skills to resolve complaints and disputes, in controversial, stressful and/or confrontational situations; able to coach others
- Developed decision-making, critical thinking and problem-solving skills, is resourceful, pragmatic, and able to work under pressure
- Ability to effectively develop productive working relationships with stakeholders at all levels of the organization
- Detail-oriented with the ability to handle competing priorities
- Strong collaboration and coordination abilities
- Enthusiasm and willingness to learn
- Demonstrated ability to work both independently and as part of a team
- Ability to maintain confidentiality and handle sensitive matters with discretion

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Post-secondary education in Human Resources, Business Administration, or related field
- 3-5 years experience in a progressive human resources role
- Strong knowledge of HR principles, employment law, and best practices
- Ability to travel
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Experience with HRIS would be considered an asset

Working Conditions: Office environment

Travel Requirements: Travel is associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: April 8, 2025