

# HUMAN RESOURCES MANAGER

**We are looking for a hands-on, dynamic Human Resources Manager to fill this full-time, contract position (18-month).**

This individual will work directly with our Owners and Managers to navigate our growing company in a people centric manner, with a keen focus on internal support. As an informed HR professional, you will easily integrate into our workplace and keep your pulse on the work climate and foster employee engagement. You will be our culture ambassador, supporting an inclusive workplace of respectability, civility, and leading interactive social and people initiatives.

## **Responsibilities include, but are not limited to:**

### Human Resources:

- Maintaining human resource policies, while providing timely, fair, objective, and consistent interpretation and administration of all policies and procedures.
- Ensuring compliance with all legal and legislative HR requirements.
- Maintaining our employee handbook.
- Preparing and maintaining employee and HR files.
- Maintaining job analysis and evaluations, including job descriptions and compensation structure.
- Recruitment, selection and on-boarding of new employees, including drafting of offers/contracts of employment.
- Benefits management and administration.
- Overseeing attendance management.
- Expediting and facilitating action to resolve employee issues.
- WSIB management, including proper investigation and processing of claims, and follow-up on workplace injuries/illnesses/incidents, and short and long-term disability cases.
- Maintaining employee performance management and review process.
- Coaching, supporting, and facilitating training for managers and supervisors in all areas of employee relations, leadership, and soft skills development.
- Joint Occupational Health and Safety committee program, documentation and reporting.
- Coordinating all training related to key initiatives, health and safety, ensuring all staff are up to date on current safety standards and training.
- Organizing 'all-staff' meetings.
- Facilitating the co-op program and career job fairs with local High Schools, Universities, Colleges and Trade Schools.
- Leading workplace sponsored social functions, fundraising and culture initiatives.
- Source out grants or subsidies that may be obtained to assist with such things as youth employment or special projects.
- Fostering a positive, engaged, and productive work environment.

Payroll:

- Managing the employees time tracking system for use in bi-weekly payroll calculations.
- Prepare, review, and transmit payroll to the bank.
- Ensure compliance with all legislation and statutory regulations.
- Submit all statutory remittances, complete year end reports and produce T4's.
- Tracking vacation, sick time, and personal time as required.
- Handling employee payroll and compensation related inquiries.

**Qualifications:**

- Completed post-secondary education in a Human Resources focused program.
- CHRP/CHRL designation preferred.
- JHSC certification an asset.
- Minimum 3 years of experience in all functions of HR.
- Previous payroll experience preferred.
- Experience in a retail setting and/or manufacturing environment is great, though not essential.
- Strong relationship development ability.
- Excellent verbal, written, presentation and interpersonal skills.
- Ability to work well, manage multiple tasks and deadlines in a fast-paced environment.
- Highly organized and detail-oriented.
- Excellent decision-making ability and problem-solving skills.
- Experienced in conflict resolution.
- Willingness to continually develop professional skills and knowledge base.
- Comfortable working with computers.
- Valid Ontario 'G' driver's license, as occasional travel to our other locations will be required.
- **Please note:** Reliable transportation is essential as Chemong Home Hardware Building Centre is not on a bus route.

Don't meet every single requirement? If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate.

Please submit your resume and cover letter by **February 17, 2023**. We thank all candidates for their interest, however, only those selected for interviews will be contacted.

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**\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\***