

## **Human Resources Manager**

The ideal human resources (HR) manager candidate will have experience in HR or employee recruitment, with a thorough understanding of HR policies and procedures. The bulk of the role will involve employee orientations, benefits administration, compensation, rewards, and conflict resolution, and there is great opportunity for developing and refining systems. We're eager to find a human resources manager who connects easily with people and has a detail-oriented mindset for handling the dynamic nature of today's workforce.

## **Objectives of this role**

- Oversee and refine employee standards and procedures, using existing HR systems as well as improved or recommended processes
- Maintain and enhance employee benefits programs, including compensation, health insurance, vacation and employee performance programs
- Assist with recruitment efforts, and prepare employees for their assignments by establishing and conducting orientation and training programs
- Ensure compliance with national and provincial HR regulations and applicable employment legislation
- Identify and recommend improvements to internal standard operating procedures, suggesting new procedures and policies for improving employee experience

## **Responsibilities**

- Support departments in developing and delivering strategic HR plans that fit with the overall organizational direction
- Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters
- Champion the onboarding process by ensuring that it's high-quality and up to date, and handle all administrative tasks for onboarding, new-hire orientations, and exit interviews
- Maintain management guidelines by preparing, updating, and recommending human-resources policies and procedures
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development
- Build strong relationships with external suppliers, fostering trust and promoting collaboration
- Handle confidential matters with discretion

## **Required skills and qualifications**

- Five of experience in human resources or employee recruitment
- Exceptional communication and interpersonal skills and an ethical mindset
- Adept at problem-solving and conflict resolution
- Strong problem-solving and conflict-resolution skills
- Familiarity with HR software



## **Preferred skills and qualifications**

- Bachelor's degree (or equivalent) in human resources or related field
- Proven success working in an HR department
- Resourceful mindset and strong attention to detail
- Strong understanding of provincial ESA laws related to HR

## **Compensation**

- Base Salary - \$70,000 to \$90,000, depending on level of experience
- 3 weeks vacation entitlement
- Medical/dental/eye benefits coverage
- RRSP/TFSA savings matching program

**Interested candidates may submit their resume by November 30, 2022 to:**

[jobs@conservative.ca](mailto:jobs@conservative.ca)