

Human Resources Manager

Position Overview

The HR Manager is responsible to facilitate the effective use of human resources to achieve organizational goals and objectives. Advises all levels of the organization regarding people management, develop employee recruitment and retention programs, assist in the selection of job candidates, facilitate employee professional development, and develop and administer other human resource programs.

Essential Job Functions

- Develop and implement corporate policies, systems and processes to ensure compliance with employment legislation
- Work with managers and staff to develop human resources strategies and programs that address the organization's needs and strategic plans
- Act as a resource to management and strategically work in alignment with established corporate strategies.
- Assist senior management in establishing organizational consistencies
- Work with the QHSE Manager to develop and implement employee workplace safety programs
- Provide advice regarding employee relations issues
- Coordinate all formal referrals regarding the enforcement of the company fit for duty policy.
- Provide leadership and evaluate employee benefit plans (e.g. group life insurance, sickness and accident benefits, health insurance, and holidays) and supervise staff who administer benefit and reward programs
- Oversee job classification and evaluation, staffing and recruitment
- Use and oversee the management of human resource information systems.
- Develop and implement recruitment and retention programs that identify potential labour markets, attract potential employees and retain current employees
- Develop and implement succession planning initiatives to facilitate knowledge transfer before employees retire
- Prepare and evaluate position descriptions, interview applicants and conduct reference checks
- Administer company benefits program

Educational Requirements

- Certificate and/or Diploma in Human Resources
- Minimum 5 years of HR experience

Related Experience Requirements

- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback