

## Position Summary

Location:	Toronto, Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Chief Financial Officer

## General Description

The ideal candidate is confident, polished, and well-spoken. The Human Resources Manager assists the team in all HR related policies, procedures, staffing, and addressing HR related concerns. Additionally, this position will also assist the company with various administrative duties for the office.

## Roles and Responsibilities

### Core Competencies

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
  - Writes clearly and informatively
  - Edits work for spelling and grammar
  - Varies writing style to meet needs
  - Able to read and interpret written information
  - Listens and gets clarification
  - Responds well to questions
  - Facilitates process and procedure in the best interests of the company
  - Identifies and resolves problems in a timely manner
  - Gathers and analyzes information skillfully
  - Follows instructions and responds to management direction
  - Commits to additional hours of work when necessary to reach goals
- Ability to work in and support a strong team concept but have the ability and insight to work independently
  - Present oneself as professional, innovative, creative
  - Balances team and individual responsibilities
  - Focuses on solving conflict rather than assigning blame
  - Maintains confidentiality
  - Accepts responsibility for own actions
  - Must be able to be productive in an open office environment
- Be “Results oriented”
  - Takes independent actions and calculated risks

- Asks for and offers help when needed
- Follows through on commitments
- Looks for ways to improve and promote quality and efficiency
- Demonstrates strong analytical, organizational, and time management skills
  - Ability to process and analyze complex or diverse information
  - Collects and researches data
  - Demonstrates attention to detail, accuracy and thoroughness
- Construction experience is an asset
- Knowledge of legal terminology
- Knowledge of Human Resources policies and proper Labour practices
- Maintain a good working knowledge of trade unions, their agreements, and stipulations
- Must have working knowledge of internet software and all Microsoft Office software

### **Primary Functions, Responsibilities, and Duties**

This person will assist in providing HR oversight, management for the company, reviewing and drafting internal documents related to HR policies and procedures, hiring and termination support, as well as recruitment efforts. These roles and responsibilities involve but are not limited to:

- Draft and provide general legal review of internal company documents relating but not limited to sick leave, disability leave, tardiness, conflicts amongst staff, claims of harassment, etc.
- Conduct and note meetings with staff member(s) as required to address HR related concerns or requirements
  - Provide solutions to BLT Sr. Management on how to properly address and relay the appropriate information/feedback to the staff member with concerns/questions
- Provide insights and/or offer direction, from a general legal standpoint, on how to properly address challenges that may arise from a HR perspective
- Assist with development and tracking of key people management metrics for presentation to the executive team
- Attend training courses/seminars related to HR policies and procedures, educating oneself on current legal/HR requirements of a company for their employees, and educating the internal BLT team through seminars/tutorials with related documents and information
- Review and draft/modify as required Offers of Employment and releasing them to potential candidates.
  - Follow-up if any questions/concerns with regards to the above
- Review and draft/modify Letters of Termination and providing them to the Party/Parties required
- Review and draft/modify Letters of Employment and other similar letters as required for staff

- Actively reach out to and recruit potential new team members for consideration
- Review and draft/modify Job Descriptions and posting them on various sites/platforms for recruitment
- Lead and execute any employee immigration documentation requirements
- Manage the staff's vacation request procedure and tracking of the same
  - Vacation request approvals to be provided by VP of Operations
  - Coordinate with Business Manager and Payroll & HR Administrator
- Manage new staffing support:
  - Orientation
  - Set-up desktop/laptop station include but not limited to passwords and providing direction to IT regarding necessary program installs for new staff
  - Set-up cell phone with user account, email access, applications required, provide basic training
  - Organize desk/office space including the set-up of stationary for new users
  - Set-up and explain start-up documents, policies, procedural items, health and safety certifications, etc.
  - Receive above documents and provide to Payroll & HR Administrator
- Actively reach out to and recruit potential new team members for consideration
- Review and draft/modify Job Descriptions and posting them on various sites/platforms for recruitment
- In situations of staff termination, this role also requires the following:
  - Assistance with off-boarding employees
  - Conduct exit interviews and communicate relevant information to the executive team
- Coordinate with Payroll and HR Administrator for in tracking important employee milestone dates, i.e.
  - Hire date, probationary term dates, vacation time, sick days, etc.
- Champion and foster a positive corporate culture
  - Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.
  - Organize company outings, parties, etc.
- Benefits management and administration including ongoing review of the company's competitive position with respect to benefit programs
- Develop and implement company-wide performance management review system to monitor employee performance, career progression and employee pay metrics
- Draft company, employee, and community communications
- Develop systems for timely employee feedback via company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, etc.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements to mitigate the risk of exposure to lawsuits
- Assists managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them
  - Ensures that managers know how to successfully, ethically, honestly, and legally communicate with employees

- Advises managers and supervisors in the progressive discipline system of the company
- Monitors the implementation of a performance improvement process with non-performing employees
- Leads the implementation of company safety and health programs
- Monitors the tracking of OSHA-required data
- Develop and manage recruitment and interview procedures
- Assist in other projects as required periodically
- Any reasonable requests by management are valid job assignments