



Job Title	HR Manager			Job #	1911021
NOC / NAICS	1121 / 541611		Date	November 25, 2019	
Location	Vaughan: Keele / Hwy 7		Wages	\$40,000 per year	
Experience (Yrs.)	<input type="checkbox"/> 0-1	<input type="checkbox"/> 1-3	<input type="checkbox"/> 3-5	<input type="checkbox"/> 5+	Hours/Week 40 hours/week
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT			Schedule Availability	Weekdays
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:				
Workplace / Physical Requirements					

Company
 Business consulting firm specializes in providing uniquely crafted business optimization solutions for SME's across the GTA, to start and grow their business. Hiring various positions to support growth and business needs.

Job Duties
 Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

- Maintains the work structure by updating job requirements and job descriptions for all positions
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintain management guidelines by preparing, updating, recommending HR policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

Requirements / Candidate Profile

- **A degree or certification in Human Resources Management is required**
- Experience in Hiring, Management, Benefits, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Employment Law, Organization
- Advanced communication skills
- Strong computer skills
- Excellent interpersonal skills

How to apply

To apply please submit resume to HRQR@rncces.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.