



HR GENERALIST

Our client is a leading organization in the GTA that places an emphasis on its people. In light of growth, they are looking to add HR talent to their team that will provide full service support and leadership for Human Resources, with a focus on internal recruitment.

Initiative & Drive will be the key to success as the individual proactively participates in the Human Resources function.

Key areas will include:

- **HR Management** – providing support on company and corporate HR initiatives including day-to-day HR Administration, Performance Management, Employee Relations, Compensation, Leadership Development, Succession Planning, Career Development, Change Management, etc.
- **Recruitment** – coordinate, manage and participate in recruitment and selection, focused on attracting top talent to the organization. This will be a critical area of focus. Develop a system and overall process to generate an on-going pool of candidates while documenting and building a database of talent. Develop, build, and implement a social media strategy for recruitment initiatives.
- **Selection** - implement a hiring and interview process, utilizing tools in assessing and selecting candidates.
- **Payroll Administration** – provide support as required to daily operations when required (ADP).
- **Performance Management** – develop, implement and manage a standardized performance management process.
- **Policy Administration** – develop and implement policies and procedures. Focused on daily administration and tasks with an emphasis on proper documentation, organization and overall coordination of key tasks.
- **Health & Safety** – ensure compliance with health & safety regulations, conduct WHMIS training and overall management of Worker's Compensation claims in pursuit of zero lost-time accidents.
- **Benefits Administration** – managing benefit administration plans while actively reviewing and reducing overall benefit premiums.
- **Employee Engagement** – support employee relations and retention by developing programs that provide performance incentives.



Key Success Factors

- Bachelor's Degree or Diploma in Business - must be in the process of pursuing or completing CHRP - exposure to marketing and technology would be considered a strong asset.
- 5 years' work experience preferred in a professional Human Resources function.
- Highly organized, strong administration skills, and will to go above and beyond to ensure due dates are achieved.
- Outgoing, professional and assertive in communication with an emphasis on building and supporting employee relations.
- Highly effective communication, interpersonal and presentation skills.
- Strong skills in social media - i.e., LinkedIn, Instagram, etc.
- Tech savvy with a flair for creativity, innovation and design.
- A true passion for People, HR and building organizations!
- Self- motivated, ambitious and entrepreneurial – with excellent organization / multi-tasking skills.

Please contact Krista at krista@podgroup.ca for further information – we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.

