

HR MANAGER

RETAIL ENVIRONMENTS AND DISPLAYS

TORONTO/GTA | FULL TIME

It is rare to find a strategic role that embraces the DNA of retail environments and captures the essence of innovation, design and evolution.

Our client is a leading Display & Store Fixture Manufacturer in the Vaughan area. This company leads the sector with cutting-edge technology, as well as their passion for innovation to create extraordinary retail environments. Their work has received awards from designers across the globe, creating chaos in the sector as they force a sea change with competitors, clients, and leading brands.

We are partnering with this organization in search of a strategic, hands-on leader who will take on the role of HR Manager.

The Role Overview:

The HR Manager facilitates the development of the HR Strategic Plan. The incumbent leads, facilitates and manages the human resources function, including HR administration, health and safety, performance management, employee engagement, compensation, leadership development, recruitment, succession planning, career development and change management.

The Key Focus:

- HR Management - providing support on 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 with the development of a system and overall process to generate an on-going pool of candidates and building a database of talent. The role will also encompass the development and implementation of 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.

Qualifications & Skillset:

- Bachelor's Degree or Diploma in Business and/or Human Resources Management - must be in the process of pursuing or completing CHRP.
- 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.
- Exposure to marketing and technology would be considered a strong asset.
- 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 / multitasking skills.

This is a once in a lifetime opportunity for the right HR Professional. Our client has set the mandate to shape the future with limitless boundaries. Please contact Lannie at lannie@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.