



Human Resources Manager

Reporting to the CEO, the HR Manager is responsible for overseeing all aspects of human resources practices and processes. This role supports business needs and ensures the proper implementation of company strategy and objectives. The HR Manager will act as the point of contact for all employees, providing support, guidance, and resources to enhance the workplace environment.

Responsibilities:

- Provide guidance and advice to management and employees on human resources related matters in accordance with applicable legislations as well as internal policies, processes and procedures.
- Develop, maintain and deploy strong company HR policies, processes and employee tools aligned to our culture and in compliance with all regulations (e.g., employee handbooks, compensation structures, performance reviews, training/development).
- Oversee and administer the full cycle recruitment process including sourcing, screening, interviewing, preparing offer letters and conducting onboarding.
- Provide guidance and leadership to all staff including other members of the HR team.
- Collaborate with other teams as required, such as HSE, Accounting and Payroll.
- Manage employee data and records including but not limited to employment contracts, records of employment, vacation, PTO and leaves of absence.
- Engage management to prepare, create and maintain job descriptions.
- Remain current on policies, regulations and legislation related to human resources in the workplace.
- Lead effective offboarding as required including the facilitation of terminations and exit interviews.
- Lead employee communications related to all HR policies and activities.
- Establish an employee recognition program to incentivize and celebrate employee successes, strengthen employee relations and foster a high performing and respectful company culture.
- Address employee grievances, resolve conflicts promptly and initiate disciplinary process when appropriate.
- Conduct investigations and ensure compliance with company policies and legal requirements.
- Ensure compliance with all legal and regulatory requirements related to compensation and benefits (*Employment Standards Act*).
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Requirements:

- Post-secondary education in Human Resources Management, Business Administration or related field.
- 5+ years of experience in Human Resources.
- Demonstrated leadership and strategic planning abilities.
- Proven ability to set work priorities, adapt to changing priorities, work under pressure, and meet deadlines; effectively managing multiple projects and priorities concurrently.
- Demonstrated experience and knowledge in human resources management, conflict management, labour law, legislation governing employers, and human resources practices.
- Experience working effectively, respectfully and knowledgeably with First Nations people.
- Knowledge of the Simpcw First Nation community is valued.

