

HR Generalist Job Posting

Intlvac is a fast-growing, high tech company seeking a full-time HR professional to ensure its continued success. This position will be part of the Intlvac management team and will report directly to the President. The HR Generalist will own all the components that ensure Intlvac HR operations run smoothly including recruitment, on-boarding/off-boarding, employee appraisal and development, health and safety, group benefits and employee engagement. This role is onsite and will work out of our Halton Hills location.

Salary: The annual salary range is \$65,000 - \$80,000. Placement within our salary range will be based on factors such as market conditions, candidate's experience, skills, and qualifications relevant to the role.

Key Roles & Responsibilities

Recruitment & On-boarding: Partner with managers to understand the skills and competencies for job openings and hiring; manage the recruitment process including creating job postings, screening candidates, conducting interviews and managing the on-boarding process to ensure a positive experience for candidates and quality hires.

Performance Review & Employee Development: Implement the performance review process including coaching managers to conduct regular employee performance reviews and develop training/development plans for their employees; assist in the development and purchase of training programs and support employee career development.

Performance Improvement: Implement and administer Intlvac's performance improvement program; provide guidance to managers and support employees in their performance improvement plans; coordinate employee off-boarding.

Benefits Administration: Manage the employee benefits program including health and dental; act as a liaison with providers to resolve employee inquiries and ensure accuracy of benefits data.

Employee Relations: Work with managers and employees to maintain a positive working environment including being the first point of contact for informal conflict resolution

HR Policy Development & Process Improvement: Develop, update and improve HR policies and procedures to ensure compliance with employment legislation and alignment with best practices and the goals of the organization; serve as a resource for employees regarding HR policies and procedures.

Health & Safety: Promote a safe and healthy work environment; participate in accident and workplace investigations and ensure compliance with safety regulations; provide advice and guidance to supervisors and managers and workplace safety committees

Other Duties: as assigned and added to keep up with the growth of the company

Qualifications

Education/Experience

- Post Secondary degree or diploma in Human Resources or a related field
- Minimum of four years progressive HR experience with at least two years focusing on generalist duties and two years experience in recruitment and selection
- In depth knowledge of employment law, ESA and OSHA
- HR experience in the manufacturing or engineering sector is an asset
- HR certification or working towards certification preferred

Skills & Abilities

- Self starter; able to work with minimal supervision as the primary HR expert at Intlvac and manage the HR operations of Intlvac
- Excellent interpersonal skills and ability to build credibility with staff at all levels and resolve conflicts
- Strong verbal and written English communication skills
- Ability to identify and resolve HR issues using sound judgement and effectively handle multiple tasks and tight deadlines
- Sound knowledge of HR practices, employment standards and other applicable legislation
- Able to handle sensitive and confidential information with discretion
- Detail oriented but never loses sight of the big picture
- Proficient with HRIS platform (Rippling preferred)
- Proficient knowledge of Microsoft Office including Word, PowerPoint, Excel

Why Join Intlvac

- You'll be joining a team at a fast-growing company that will provide challenging opportunities where you can apply and further develop your skills as an HR professional
- Our work environment is friendly and dress is business casual
- Comprehensive benefit plan including health, dental, vision and life insurance
- Paid days off

Job Type: Full-time (40 hrs/wk)

Pay Range: \$65-80K per year

Benefits:

- Dental care
- Extended health care
- Paid time off
- Tuition reimbursement
- Vision care
- Company events
- Business Casual dress

Ability to commute/relocate:

- Halton Hills L7G 4X6: reliably commute or plan to relocate before starting work (required)

Experience:

- recruitment and selection: 2 years (required)
- HR generalist: 2 years (required)
- human resources: 4 years (required)

Licence/Certification:

- certification in HR (preferred)

Work Location: On site