



On behalf of our Client, a Group of Companies, primarily in the retail and wholesale sectors, we are seeking applications for the role of Human Resources Manager to join a dynamic leadership team. Reporting directly to the President & CEO of the Company, the successful incumbent will be responsible for managing the Human Resources function and providing guidance to management with regards to all aspects of the employee lifecycle. This role is also responsible for ensuring effectiveness of HR policy and practice within the Company they support as well as consistency of the same across the Group of Companies.

Human Resources Manager

The successful applicant will be responsible for:

- Supporting the Management team with all aspects of the HR operation and employee lifecycle processes; incorporating leading HR practice, ensuring consistency in policy across the Group of Companies as well as meeting operational requirements;
- Advising managers and employees in accordance with local legislation, the Collective Bargaining Agreement (where applicable) and leading HR practice to ensure proper management of HR issues and concerns;
- Overseeing and coordinating the recruitment, immigration and performance management processes;
- Facilitating an effective onboarding and orientation process including payroll and benefits administration;
- Effectively managing employee relations issues and grievances in accordance with the Collective Bargaining Agreement and relevant employment legislation;
- Actively identifying and supporting managers with implementing effective training, development and talent management strategies;
- Reporting on HR-related information, ensuring accuracy of data and meaningful interpretation to management;
- Providing input to and managing the HR budgets;
- Preparing and maintaining confidential employee files and ensuring accuracy of the same;
- Managing the Health and Safety process for the Company;
- Managing the uniform inventory and distribution;
- Organizing Company social events;
- Effectively working with internal peer HR professionals and support functions to identify opportunities to ensure accuracy of and improve the efficiency and effectiveness of HR policies, processes and procedures;
- Providing coverage for their HR Manager peer on urgent and critical aspects of the role during periods of absence;
- Monitoring developments and changes in Government regulations and legislation to ensure Company compliance relating to employment matters;
- Any other duties appropriate to the responsibilities of this role as directed by the President & CEO.

The skills required to be successful in this position include:

- A Bachelor's degree in Business, Human Resources or a related discipline or professional certification in Human Resources e.g. SHRM-CP or SHRM-SCP;
- A minimum of five (5) years' experience in a senior Human Resources role;
- A minimum of two (2) years' experience successfully working within a unionized environment is preferred;
- Strong computer literacy and proficiency with Microsoft Office, familiarity with other HR systems is preferred;
- Strong leadership and coaching skills with the ability to work effectively with all staff levels;
- Ability to demonstrate clear and confident communication skills;
- Ability to work with a high level of discretion and confidentiality;
- Ability to think critically and problem solve effectively;
- Excellent organizational skills with the ability to manage multiple and competing priorities effectively;
- Exceptional interpersonal skills;
- Demonstrate flexibility and adaptability in order to meet operational business needs as they arise;
- Sound knowledge of all employment related legislation.

Interested applicants should apply in writing to:

Ontru: Human Resources
91 Reid Street, Hamilton, HM 19
Or email hr@ontru.bm

All applications must be received no later than: June 30, 2021