HR Manager

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Texte de l’annonce originale

Job Description

A HR Manager is expected to manage HR programs, recruitment, and career development. An ideal candidate for this position will facilitate communication among staff members, address workplace issues, and enable the proper implementation of HR policies to help the Company improve its employee relations, boost employee retention, and encourage overall development.

In this role, you will also be required to provide professional advice in accordance with the company’s ethos. This is an exciting opportunity for an innovative HR professional to display their knowledge and experience in a growing company.

Responsibilities / Tasks:

Selection and recruitment

Perform all activities related to the selection and the recruitment; including behavioural based interviews and verification of references;

Looking after the hiring process, including submitting job postings internally and online and scheduling candidate interviews

Ensure that all applications on the Internet, in person and phone inquiries are processed in a timely matter;

Work closely with management to ensure their Human Resource needs are understood and met.

Ensure compensation guidelines are respected.

Participate in the employee selection process.

HR responsibilities:

Ensure policies and procedures are up to date and supportive of department’s objectives and legislative obligations.

Provide high-quality advice and service to management on employee relations and performance management issues

Manage to improve communication and relations between the staff and the Company

Manage all labour and employee relations issues & provide advice to management on all matters particularly within the field of human resources and labour relations.

Support the HR department in implementing programs to help improve the employee experience

Responsible for the overall Health and Safety, committee, program, training etc…

HRIS system – ADP Workforce Now - learn and excel the HR Management Modules

Identify ways to improve policies and procedures

Manage termination and disciplinary letters

Manage work accidents (WCB)

Perform administrative work, including scheduling, maintaining files for the Human Resources department

Track and update employee leaves of absence

Coordinate logistics for new hire orientations and employee training sessions

Supervision responsibilities:

Support and assist with training

Provide direction and guidance regarding the applicant tracking system, the candidate experience and hiring standards

Supervise the daily workflow of the recruiter.

Assign and delegate tasks, resolve work problems and communicate job expectation

Align staff objectives with dept. and follow-up through performance evaluations

Management Support:

Conduct H/R related research as requested by manager in areas such as regulations, best practices, benchmarks and resources

Act as a contact for HR concerns, seek out resolution or direct to appropriate source

Assist Managers of various depts. with HR related correspondences to ensure consistency in policy and legal obligations are being met

Providing HR-related assistance and guidance in matters such as employment termination, conflict resolution, recruitment, and performance analyses

HR point person to work with ops and maintenance regarding truck requirements

Help with the evaluations

Prepare the millstone letters for employees and present them to managers (welcome packages)

Bring issues of concern to the bi-weekly HR and/or your manager’s meetings

Ensure bulletin boards throughout terminal are professional and current

Auditing invoices for dept. approved expenses with right codes

Other responsibilities:

Conduct file audit and review

Participate / Organize Corporate events and shows, job fairs (responsible to promote the Company and all its benefits);

Participate in meetings between HR and Op's with mandate to create a respectful environment that makes us a productive employer of choice;

Follow-ups with the Exit Reports to be able to analyze the reasons why employees quit and be able to make recommendations.

Desired Skills and Expertise

HR Experience or Background in human resources;

1+ years of transportation experience

Expertise in HR policies and procedures

Strong knowledge of hiring processes

Good judgement and problem solving skills

Ability to mentor and supervise employees

Knowledge of MS Office

Organization and time management;

Initiative; teamwork; Open to feedback

Ability to work with confidential information;

Good verbal and written communication skills.

Ability to prioritize and manage own workload.

Work Environment:

The person assigned to these functions must be recognized for his /her versatility, adaptability and ability to work as a team.

You will be required to perform the job according to established procedures and follow directions or instructions, while managing priorities.

The achievement of objectives or expected results will be ensured by your ability to perform your tasks with precision, accuracy and speed.

A Career with XTL Offers:

Competitive salary & comprehensive company paid benefits package including, health, dental and vision coverage, life insurance and much more.

Professional atmosphere, great working conditions, dynamic leadership, training and professional development opportunities.

Consulter l’offre et postuler

Annonce XTL détaillée

Tous les postes XTL

Date de fin de validité indiquée dans les métadonnées XTL : 2027-02-04. Les annonces peuvent être retirées plus tôt.

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