

Job Description – Manager, Human Resources

Title

Manager, Human Resources/Human Resources Business Partner [1-year contract]

Reports To

Director Finance & Operations

Summary

Spafax Canada is a content marketing agency with offices in Montreal and Toronto. With around 100 permanent and freelance staff, we are a spirited team of young-minded, energized and proactive people producing industry-leading work that we're incredibly proud of.

We're seeking a French and English bi-lingual and bi-cultural HR Professional to help foster our lively and dynamic culture and to support our teams. The position will be located in our Montreal, Quebec office and will require bi-monthly trips to our Toronto team.

Reporting to the Director Finance & Operations responsible for Spafax Canada, you will be accountable for supporting the goals of the organization by implementing strategic HR initiatives and overseeing and administering various plans and procedures across all functional areas of HR.

The successful candidate will be a true partner with our business leaders to support the overall company strategy and to help propel us to be one of the best employers in Canada.

Core Competencies

- Professionalism
- Business acumen
- Customer centric
- Microsoft Office Skills
- Managing Processes
- Multi-tasking
- Organization
- Calendar Management
- Analyzing Information
- Problem Solving
- Strong Verbal & Written Communication

- Adaptability/Flexibility
- Bilingual

Job Duties

- Provide consultative expertise and proactive advice to the management of the Canadian offices of Spafax Canada on organizational and HR matters relating to staffing/recruitment, conflict resolution, performance management, compensation/rewards, employee relations, workforce planning and training and development.
- The HRBP/Manager will also support the Director Finance & Operations in organizational design activities and organizational policy review/development to ensure compliance with legislation and directives in both provinces.
- Acts as subject matter expert on HR policies and processes to facilitate compliance and application.
- Responsible for the development of selected programs and initiatives in collaboration with the Canadian leadership team.
- Develop and implement training programs relating to HR initiatives and policies to ensure compliance.
- Support the development and implementation of an onboarding/orientation for all levels of the organization in a fair and consistent manner across both Canadian offices.
- Accountable for ensuring the accurate and timely reporting of all HR metrics on a weekly/monthly/quarterly basis as required for compliance and reporting.
- Develop, recommend, and implement HR policies and procedures; prepares and maintain employee handbook and communications.
- Assist with annual salary review, commission and bonus planning processes. May conduct job analysis and develop job descriptions and participate in salary surveys as required.
- Coordinate the recruitment effort through sourcing, interviewing, selection as well as new-employee orientations and exit interviews.
- Assist managers in addressing employee performance issues or concerns and acts as a liaison between staff and management as needed.
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.

Requirements

- Bachelor's degree or equivalent combination of education and experience plus 5 years prior HR and HR management experience.
- Successful candidate must be fluently bilingual.
- Experience supporting a marketing agency is helpful.
- The initial focus of position will be employee relations, benefits administration, policy development, learning and development.
- Strong communication and coaching skills are required.

- Strong familiarity with provincial labor laws and standards (ON and QC primarily) and related HR policies is needed.
- Ability to be both tactical and to think strategically.
- Professional certification in Human Resources is strongly preferred.
- Some regular travel between Montreal and Toronto is required with this job.
- Proficiency with Microsoft Office Suite and knowledge of SAP or similar HRIS is required.

This position is for a 1-year contract covering maternity leave.

Please send a covering letter and resume to: faraz.saleem@spafax.com with "HR Manager" in the subject line. We thank you for your interest however only those chosen for an interview will be contacted.

Thank you for your interest in Spafax Canada.
