Position Title: Human Resources Manager

Employment Type (FT, PT, Contract): FT
Rate of Pay: TBD
Job Location: 2375 Skymark Ave, Mississauga, ON L4W 4Y6
Hours of Work: Standard Full-time
Start Date: ASAP
Application Deadline: January 31, 2020

Company Name: Jones DesLauriers Insurance Management Inc.
Street Address: 2375 Skymark Ave, Mississauga, ON L4W 4Y6
Phone: (416) 259-4625
Fax:
Email: careers@jdmi.com
Website: jdmi.com

General Description of Duties:
1. Partner closely with local leadership team providing professional HR leadership in short and long term strategies for the organization
2. Serves as a trusted advisor and acts as a key resource to all colleagues by handling questions, interpreting policies and helping resolve work-related issues/concerns
3. Responsible for recruitment, including sourcing and screening resumes, updates and maintains a current database of all job descriptions and job postings, scheduling interviews, coordinating declines, reference checks and offer letter preparation
4. Coordinates and directs the On-boarding of new employees by preparing the new hire package, 90 day follow up and other first day items/requirements
5. Ensures accurate development, implementation and interpretation of HR policies and procedures
6. Manage annual compensation plan and performance-management process working closely with leadership team and managers
7. Assists in the development and implementation of health and safety programs, including records-management and committee meeting minutes; member of the Health & Safety Committee
8. Participates in conducting salary surveys by job class and location
9. Updates and maintains the HR system to reflect all employee changes on an on-going basis. In addition, maintains HR information related to payroll, benefits, staff changes, documents forms and policies, etc. as required
10. Creates and prepares monthly HR, and other metric, reports, including vacation accrual tracking, exit interview summary, candidate sourcing, etc.
11. Creates, designs and maintains company-wide organizational charts on a regular basis incorporating all changes

12. Provides routine administrative support including the preparation of correspondence/reports, meetings coordination, employee file maintenance

13. Coordinates all courses and training; prepares and set-up of logistics including venue, catering, materials, etc. and course materials

14. Provides support to learning and leadership initiatives including “Lunch ‘n Learn” workshops, general training programs, etc.

15. Prepares HR-related communications

16. All other tasks/projects as assigned including ad-hoc reporting

Skills and Experience Required:
- Previous experience working in the insurance industry is an asset
- High degree of professional ethics, integrity and confidentiality
- Solid interpersonal, negotiation and verbal/written communication skills
- Ambitious and hardworking
- Superior analytical skills and creative problem-solving ability, with an appreciation for striking a practical balance between business and legal objectives;
- Talent for absorbing new skill sets and areas of expertise quickly and comfortably and the flexibility to deal with a diverse set of clients;
- A positive, dynamic, client-focused approach to legal practice
- Solid leadership skills, energy, and teaming capability; the ability to lead and motivate, share vision, inspire, and rally colleagues
- Strong organizational skills, with the ability to multi-task and meet conflicting deadlines in a team work environment
- A college or university degree, together with a minimum of 5 to 7 years of proven HR experience and knowledge with some leadership experience
- Completed or working towards the CHRL designation
- Sound knowledge and understanding of employment/payroll legislation along with HR processes, programs and policies
- Prior experience working with Ceridian/ADP is an asset

How to Apply:
If you are interested or know anyone that is interested in the above role please contact Kristin Coulombe directly at careers@jdimi.com.

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