

SENIOR MANAGER, PEOPLE & CULTURE

Summary:

As a *Senior Manager, People & Culture*, you will be the key contact for all things HR operations and culture. In this role you will leverage your expertise in culture evolution and help drive the implementation of Human Resources strategy while tactically supporting the executive team and employees. You will partner with leadership and collaborate on solutions for the business, people and organizational issues to ensure our team is engaged and productive while maintaining a healthy and inclusive culture that aligns with our core values.

Responsibilities:

CULTURE:

- Identify and implement opportunities to improve our team member experience.
- Acts as a liaison between employees and other C-level executives.
- Sets the tone for communication.
- Establishes an emotional connection for employees, execs, and the organization as whole.
- Plans and carries out events for employees.

HR:

- Strategic and proactive recruitment for year-round positions.
- Onboarding for new hires including review and processing of paperwork, IT & setup, company introduction, compliance training, and in general creating a warm inviting environment.
- Offboarding for voluntary and involuntary terminations.
- Work on HR initiatives including Diversity and Inclusion, Learning and Development, Talent Development, Team Member Engagement, Performance Reviews and Management, and more!
- Continually seeks the improvement of current HR programs while ensuring our organization is compliant with federal and provincial regulations.
- Establish metrics to measure success and provide regular reports on the impact of D&I initiatives to keep everyone up to date on our efforts
- Develop and deliver learning and development programs that support the growth of the company.
- Handles the HR "life cycle" ensuring that we are creating positive candidate and team member experiences.
- Establish credibility throughout the company with management and team members to be an effective listener and problem solver of people issues.

REQUIREMENTS:

- A post-secondary diploma or degree in human resource management or related field (master's degree preferred).
- Minimum 5 years' previous experience in Human Resources
- Passionate about corporate culture, diversity, equity and inclusion
- Excels at collaborating with excellent interpersonal and communication skills.

Interested candidates should please send their resume and cover letter to Priscilla Poirier at poirier@iqpartners.com .