

## **KBH Chartered Professional Accountants**

Job Posting for:

### **Human Resource Manager**

***Are you looking for an inviting and exciting career opportunity? Do you have a passion for Human Resources? If the answer is “Yes”, this is the job for you!***

You will provide support in all functional areas of human resources including recruitment, benefits administration, professional development coordination, compensation determinations, staff feedback coordination, staff planning, employee relations & organizational effectiveness. As the ideal candidate, you will provide exceptional service in a manner that focuses on transparency, integrity, accuracy and confidentiality. This diverse role will require a high performing individual who is passionate about all aspects of HR and thrives on change and variety as this role offers many opportunities to get involved in the full spectrum of HR.

We are looking for an energetic individual who will thrive in a dynamic, fast-paced, and challenging environment. You need to be committed to serving with integrity, accountability, and innovation, and have a desire to deliver exceptional service. If you reflect these values, have the knowledge, skills, and abilities, come join our team!

#### **ROLE**

The Human Resource Manager position is new to our firm. As a growing professional service firm, we strive to create an environment for our staff that provides excellent career development, positive culture and results in exceptional customer service.

The purpose of the role is to provide support to the partners in achieving an environment and staff complement that serves the needs of our clients while providing career fulfilment for our staff.

This role requires innovation, organization, empathy, collaboration and assertiveness.

In addition, this individual will be asked to provide consulting services to clients in need of advice and assistance in this area of expertise.

#### **RESPONSIBILITIES**

- Oversees: Recruitment, Compensation, Benefits administration, Career Management, Succession, Student Program, Leadership Development, Employee Feedback Programs.
- Monitors the execution of all programs.
- Ensures firm policies are complete and relevant
- Assists with the implementation and consistent enforcement of firm policies
- Interacts with staff on a regular basis and addresses concerns of both management and staff;
- Provides leadership in assisting management and staff to work through issues as they arise encouraging open communications.
- Leads administration of employment-related social media to ensure a strong employer brand and assist with the management of social media sites.
- Participates in continuous learning to stay current through ongoing training and education.
- Provides client advisory services
- Other duties as assigned in order to ensure an exceptional candidate and employee experience

#### **PREFERRED QUALIFICATIONS**

- A Diploma or Degree in Human Resources is preferred however a combination of education and experience will also be considered;
- 3-5 years of experience as a Human Resources coordinator or manager in a professional services or entrepreneurial environment a strong asset;
- Chartered Professional in Human Resources (CPHR) Designation is an asset
- Proven ability to handle multiple priorities and ability to prioritize tasks;

- Excellent verbal and written communication skills required;
- Proficient in Microsoft Office Suite
- Able to develop proficiency in extracting data from databases to provide relevant, timely information for decision making purposes;
- Meticulous attention to detail;
- Self-motivated, energetic team player, able to work well under pressure;
- Ability to manage multiple priorities and initiatives with a sense of urgency;
- High standard of ethics and confidentiality to handle sensitive information

**How to apply**

Apply to [lchauvet@kbh.ca](mailto:lchauvet@kbh.ca)

Include a cover letter expressing your interest and fit for the position as well as your expected salary range.

Closing Date – January 17, 2020