**Director of HR**

The Director of HR is responsible for creating HR strategies and execution to support the business, while managing daily operations as per the company’s policies and best practices. The HR Director will also be responsible for development and administration of HR policies, procedures, and programs (i.e. on- boarding, off-boarding, performance management, training, benefits, health and safety, and process improvement) while providing training to head office management and store level management alike.

## **Director of HR Responsibilities:**

* Oversee and manage the HR team, and provide assistance and support when necessary.
* Develop and maintain an employee-oriented culture that emphasizes quality, continuous improvement and high performance.
* Partner with management to understand long-term organizational goals, identify areas of opportunity and implement human resource initiatives that meet short-term and long-term growth strategies.
* Act as a point person for employees to express their needs and concerns regarding the work environment and act on staff feedback as appropriate.
* In consultation with other members of the administration, mediate staff conflict.
* Respond to all personnel-related inquiries.
* Develop and implement new HR programs, policies and procedures.
* Lead staff education concerning the implementation of new policies.
* Oversee Workplace Health and Safety activities/initiatives.
* Oversee joint health and safety committees moderation.
* Ensure that all employees are properly trained in health and safety programs, policies and procedures.
* Developing, analyzing, and updating departmental semi annual budget.
* Maintaining and revising the company’s handbook on policies and procedures.
* Leading recruitment strategy and overseeing exit interviews.
* Oversee and assist in the performance improvement process with other managers and directors.
* Lead HR initiatives.

## **Director of HR Requirements:**

* 7+ years of HR management and leadership experience across full scope of HR work \*must have experience leading a team with direct reports.
* CHRL/CHRE designation strongly preferred.
* Experience working in the manufacturing industry is considered an asset, including experience supporting hourly, front-line employees.
* Experience working with a global company, or professional experiences working abroad in different countries/cultures considered a strong asset.
* Demonstrated success with stretch assignments that are evidence of superior performance in previous roles (e.g. rapid growth business environments, change management, start-up, new project implementation).
* Experience leading HR function, coaching teams and stakeholders and directly developing direct reports.
* In depth knowledge of employment labour laws and HR best practices.
* Expert user of Microsoft Office suite products, familiarity with G-Suite products also an asset.
* Resilient and adaptable
* Detail oriented, self-starter.
* Superior communication skills both written and verbal, technical skills and business acumen.
* Excellent organizational and interpersonal skills.
* Ability to manage and delegate projects with competing deadlines.