

Assistant Manager (Human Resource - Special Projects)

SBI Canada Bank is currently looking to recruit an **Assistant Manager (Human Resource - Special Projects)** for a **1 Year Contract, reporting to Manager (HR)**.

Summary:

The Bank is taking new initiatives in many HR areas. It intends to achieve standards prevailing in the market among similar employers. You will work to evaluate/ roll out these initiatives, benchmark them with the market, and stabilize them at the Bank. You will coordinate and assist Manager (HR) in new recruitments, orientation training, employee motivation activities/ events, etc. You will perform other HR related duties as required or as assigned.

Essential Duties & Responsibilities:

- Performance Management Program: Develop and implement processes to make the Performance Management Program more robust.
- Compensation structure: Create compensation strategy through market analysis and pay surveys.
- Structuring formal Work from Home arrangement for the Bank.
- Update the orientation and training program for new hires to enable them to meet the needs of the Bank and introduce them to the corporate culture.
- Maintain job descriptions up-to-date and accurate for all positions.
- Implement strategies and activities to improve employee morale and motivation levels.

Required Knowledge, Skills & Abilities:

- Excellent interpersonal communication & organizational skills, business writing, analytical and relationship-building skills.
- Ability to prepare notes/ proposals for approval by the Board/ Senior Management.
- Ability to prepare policies, procedures, and forms around various HR related matters.
- 3 - 5 years of relevant work experience in Human Resources, Organizational Development, Labor Relations etc.
- In-depth understanding of the HR practices across Canada and applicable regulatory requirements.
- Bachelor' Degree in Human Resources or related business field.
- Certification in Human Resource area are preferred.
- Proficiency in MS Office applications.
- Knowledge of compensation strategy, performance management, employee relations, talent acquisition, and the ability to apply this information in a manner that is compliant with relevant employment law.
- Comprehensive understanding of local, provincial and federal employment laws.
- Be resourceful and able to work independently.
- Person-oriented, self-motivated, self-managed, strong problem-solving skills.
- Demonstrated ability to improve employee morale.

Job Types: 1 year Contract

Interested applicants may forward their resumes by email to Ms. Varinda Sharma at vsharma@sbicanada.com

We thank all applicants however, only those selected for an interview shall be contacted.