

Manager (Human Resource)

1. Job Description

The position is accountable for directing and managing the HR services of the Bank.

Responsibilities will include - staffing, compensation and benefits, employee and labour relations, workplace accommodation, and HR systems administration.

Successful applicant must ensure equitable application of HR policies, standards and procedures as required. S/he will provide advice and counsel in all areas of HR, including performance management, employee relations and diversity. S/he will understand employment, human rights and related legislation, and the Bank's HR policies and procedures in order to identify compliance and/or regulatory issues and proactively provide advice and counsel to the Bank. S/he would also be responsible for maintaining centralized pay rolls for staff of the Bank.

Reporting to the Chief Operating Officer.

2. Requirements

The selected candidate will have a bachelor's degree, and five or more years experience as an HR Generalist or a combination of education in a related field and experience. Certified Human Resources Professional (CHRP) designation and/or a post graduate degree in human resources or a related field, is a strong asset.

S/he must have extensive knowledge of, and reinforce appropriate application of HR policies, standards and procedures. S/he must be motivated and self-directed with strong organizational and people management skills. S/he must have excellent interpersonal, communication and customer relations skills and must be skilled in conflict management and handling sensitive HR issues.

3. Compensation

The Bank would offer attractive compensation package, a competitive salary and benefits.

4. Suggested Qualifications

Education and Experience

- Post graduate qualification in human resources or a related field.
- Five or more years of senior human resources management experience.
- CHRP designation (Certified Human Resources Professional).
- Payroll qualification.

Knowledge

- Thorough understanding of all human resources management principles and practices.
- Expert knowledge in HR functional areas.

Skills

- Demonstrated management and supervisory skills.
- Skilled in conflict management, alternative dispute resolution, and handling sensitive human resources issues.
- Excellent organizational and analytical skills and ability to manage demands in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Strong organizational change management skills.
- Sound knowledge and understanding of all relevant legislation.

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.