

Manager (Human Resources)

This position reports to the COO and is primarily responsible for performing the following functions:

Job Description

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

Primary Responsibilities will include but not limiting to - Talent Management, compensation and benefits, employee and labour relations, workplace accommodation, and HR systems administration.

- She/he must ensure equitable application of HR policies, standards and procedures as required.
- She/he will provide advice and counsel the Bank in all areas of HR, including performance management, employee relations and diversity.
- She/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.
- She/he would also be responsible for processing and maintaining centralized pay rolls for staff of the Bank.
- Ensure all employment practices comply with federal, state, and local regulations.
- Secure and maintain all employee records including personnel, insurance, medical, workers compensation, training, and disciplinary actions.

Requirements

The applicant must hold a bachelor's degree and have 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 postgraduate degree in human resources or a related field, is a strong asset.

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

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 Best 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.

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