



# HUMAN RESOURCES

Salary  
**\$45,000-\$110,000+**

## REQUIREMENTS :

No formal education is required. However, there are several certificate, diploma and degree programs that prepare students for the ever-evolving world of Human Resources.

In addition, there is a preference for candidates who either hold or are pursuing their Chartered Professional in Human Resources Designation (CPHR).

## QUALIFICATIONS:

- Superior written and verbal communication.
- Proficient in Microsoft Office.
- Strong organizational and multitasking abilities.
- Excellent time management skills to prioritize tasks effectively.
- Conflict resolution skills, adept at mediating conflicts.
- Exceptional interpersonal skills.

## JOB OVERVIEW

As a Human Resources professional, you will be pivotal in managing personnel-related functions within your organization. HR primarily works in an office but may require travel if responsible for multiple locations. Responsibilities include recruiting and onboarding new talent, administering employee benefits, and addressing employee relations issues. Your role will contribute to fostering a positive workplace culture, ensuring compliance with HR policies, and supporting the overall well-being and development of the organization's workforce.

Possible titles include Human Resource Assistant, Recruiter, Talent Acquisition Specialist, HR Generalist, Employee Support Specialist, Wellness Officer, HR Business Partner, HR Analyst and many more. Depending on the company, payroll may or may not be a part of the Human Resources Department.

Depending on your role within the Human Resources Department, you could be accountable for any of the tasks below:

## RESPONSIBILITIES

- Source, identify and recruit talented individuals to join the company.
- Maintain employee records and files.
- Advise management on Human Resources issues on coaching, discipline, policy enforcement, and more.
- Prepare and attend disciplinary meetings with managers.
- Oversee mandatory company training, including but not limited to WHMIS, Harassment, Safety Rights, etc.
- Ensure company announcements or policy changes are clearly communicated and should be as transparent as possible to employees, keeping everyone up to date with vital information.
- Engage in union negotiations and employee relations.
- Processing terminated employees. This may include providing layoff paperwork to help the employee file for unemployment benefits, clearing severance pay with payroll specialists in the HR department and conducting exit interviews.
- When workers retire, the process typically includes putting any pension or retirement plan benefits into motion.
- Uphold company policies, updating as required to comply with all legislation and regulations requirements.
- Staying current with legislation at the city, provincial and federal levels, where applicable.