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| Job Vacancy | Human Resources Manager |
| Dept. | Finance and Human Resources |
| Type | FULL TIME |
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Job Description:

The Human Resources Manager is responsible for supporting the HR function to ensure efficient and effective execution/operations of processes and systems related to resource vacancies, promotions, transfers, the HRIS, resource information management, employee relations, employee benefits and payroll; HR planning and operations and special HR projects. The manager will provide guidance and support on various aspects of labour and employee relations, employment engagement, employee development, health and safety programs and associated HR initiatives. This position will support the Chief Financial and Operations Officer in advancing and executing Holy Family Home's strategic HR objectives.

Qualifications:

- Minimum 6 years practical experience and training directly related to HR functions
- Three years for direct management experience
- Demonstrated experience working in a unionized environment

Responsibilities:

Provide leadership to departmental staff members, ensure efficient and delivery of HR services by supporting the team in all aspects of the day to day HR operations.

Working with the team, prioritize, organize and maintain efficient flow of work to ensure deadlines are met and effective service delivery.

Provide support and coaching on employee related incidents, ensure consistent application of human resources policies and procedures, and participate in the development of HR programs and practices that reinforce and further develop a best practice environment.

Works with the HR team to implement strategic and/or operational HR goals.

Salary: \$75,540.00-\$87,570.00 per year

Benefits:

- Company pension
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off