



Director, Human Resources

Position Scope

Located in Toronto and reporting to the SVP, Finance & Administration, the business-minded Director will oversee all aspects of the human resources function for global operations and ensure it is aligned with the achievement of the long-term objectives of the company. This will include talent acquisition and management, performance management, payroll/benefits, HR policies/procedures, managing the HR information systems, financial planning (budgeting), and managing local office operations and satellite office coordinators. The role will be a key strategic partner to the SVP and CEO, as well as a business partner to the broader leadership team.

Key Responsibilities

- Lead the HR department in achieving its annual objectives and related key performance indicators.
- Lead the annual performance management program, including partnering with managers to ensure ongoing communication with staff and monitoring of progress
- Find and retain top talent in accordance with the business needs of the company
- Lead all on-boarding and off-boarding of employees, and be a strategic advisor to managers on talent acquisition/compensation discussions or other employee relation matters
- Conduct, monitor and report on 30, 60, 90 day progress against on-boarding plans for all new hires
- Maintain up-to-date and Job Descriptions and salary bands across all positions as part of being a strategic partner to operating managers
- Manage all payroll and benefits, including the HR information systems and ensuring HR data is up-to-date

- Lead, communicate and manage global staff management plan, which includes succession/redundancy planning and employee development
- Develop, communicate and implement HR initiatives in line with organizational objectives
- Maintain up-to-date and monitor adherence to all internal policies and legal standards
- Leading the analysis of employee feedback and data, with the aim of creating a better working environment and engaged culture
- Lead and manage the HR annual budget, which includes compensation and related costs, recruitment costs, and other similar
- Oversee and manage all Health & Safety compliance for various geographical jurisdictions
- Report on HR matters for all quarterly or other reporting requirements (internal/external), as required
- Manage Toronto office operations team, including providing support and direction to all local office coordinators
- Other duties as required by the needs of the business

Qualifications, Experience and Skills

- 10+ years of progressive and relevant HR experience
- Undergraduate degree, preferably with a focus on business
- CHRP designation
- Experience working in a rapidly growing, international organization, an asset
- Strong communication skills, both verbal and written
- Demonstrated experience in business operations or other non-HR related areas
- Demonstrated ability to design and execute HR strategies
- Demonstrated ability to balance multiple priorities and demands, and adhere to deadlines
- Demonstrable ability to build strong cross-cultural and cross-divisional team relationships
- Strong problem-solving, conflict management, and negotiation skills
- Excellent project management skills

Behavioural Identifiers

- Strategic thinker
- Effective communicator
- Results-driven and detail-oriented
- Self-starter and entrepreneurial
- Problem solver and calm under pressure
- Personable
- Trustworthy and dependable

This role offers a competitive salary

The successful candidate will need to agree to a complete background check

Please send your resume to careers@olemm.com

We thank all respondents for their interest and will contact only those whose skills and background closely meet the criteria