

## Part-Time Human Resources Manager

**Armstrong Partnership LP** is a full-service, results-driven marketing agency that values enthusiasm, entrepreneurship, integrity, creativity and collaboration. If you're ready to roll up your sleeves and rev up your brain in an easy-going but hard-working environment, this might be the job for you.

**Reports to:** President

**Works with:** Cross-functional teams

**Direct Reports:** N/A

The Human Resources Manager will provide guidance and advice on various human resources matters for Canadian and U.S. offices to enable the achievement of overall business and HR strategies and be a steward of a strong corporate culture. This position will provide HR support to the organization in areas such as coaching, counseling, performance management, employee relations, compensation and benefits, recruitment and employee engagement. The incumbent will be responsible for independently managing all aspects of Human Resources for the company to support future growth and success. This is a very hands-on role.

### What you will need to do:

- Develop HR strategies and plans to meet the growth needs of the organization.
- Assist with day-to-day recruitment activities including sourcing, posting, telephone screening, interviewing, reference checking, processing criminal checks, preparing offers, etc.
- Manage semi-annual performance management process including directing and monitoring completion of all reviews, reviewing results and discussing any action items with managers.
- Support the company and management team by providing sound HR leadership, coaching and advice.
- Develop HR policies, benchmark HR best practices, and ensure ongoing legal compliance. Implement and train on new policies and assist with interpretation and application.
- Identify training needs, research training programs, coach and motivate employees. Develop, conduct and recommend training for management and employees.
- Implement a succession planning program and develop and monitor development profiles. Work with leadership to identify and address any risks.
- Recommend termination packages for involuntary departures to managers, and conduct exit interviews with resigning employees.
- Create effective organization wide HR communications, keeping everyone up to date and engaging employees at all levels.
- Provide employee relations support, including conflict resolution, investigations, disciplinary action and performance improvement counseling. Support positive employee relations by responding to employee questions and concerns in a timely fashion, identify any patterns or trends in the issues presented, and help develop potential solutions for long term resolution.
- Review compensation program to ensure they are fair and equitable. Make annual compensation recommendations to management that tie to performance results.
- Administer group benefit plans for Canadian and U.S. offices.
- Manage process for all leave of absences including return to work arrangements.
- Participate on the Joint Health and Safety committee and ensure legal compliance.
- Ensure ongoing legal compliance and stay up to date in all HR related areas for Canadian and U.S. offices.

- Evaluate the status and effectiveness of HR programs and recommend changes to improve culture, efficiency and cost-effectiveness.
- Develop and measure HR metrics/KPI's to help the organization make decisions.
- Prepare and track freelance contracts and non-disclosure agreements.
- Maintain confidential human resource records using HRIS system, TribeHR.

## What you will need to have:

- University degree, or equivalent, in Human Resources, or related field, coupled with a CHRP or CHRL designation (completed or in progress)
- A solid HR generalist with 8 or more years' progressive Human Resources experience with a strong background in recruitment, performance management and employee relations at all levels
- Experience sourcing and recruiting digitally savvy millennials
- Experience working with U.S. offices an asset
- Previous experience in a marketing agency an asset
- Ability to establish credibility and influence as a Human Resources resource
- Solid understanding of employment related legislation and effective human resources services delivery
- Proficiency in MS Office applications including Word, Excel, Outlook, PowerPoint
- Excellent interpersonal skills and ability to handle sensitive and difficult issues in a confidential manner
- A proactive approach to relationship building with all levels of employees
- Strong presentation and facilitation skills

Armstrong Partnership LP is an equal opportunity employer. Accommodation is available for applicants selected for an interview.