

# CROSBY JOB POSTING

## **Human Resources Manager – HR/Corporate Administration**

Reporting to the President and working closely with two recently partnered and reputable leaders in the property management industry (Crosby Property Management and Vancouver Condominium Services), the HR Manager will play an integral role in supporting this exciting joining of forces, culture alignment and future integration of two offices under one roof.

With collectively over 60 years of experience and nearly 160 employees, this newly joined force will be one of Canada's largest property management companies with a view to be recognized as one of the best places to work in the industry!

The HR Manager will be responsible for partnering with Executive and Management and ensuring all aspects of Human Resources are aligned with business requirements and supporting organizational objectives; areas of responsibility include: full-cycle recruitment; employee relations; orientation, retention & recognition; compensation & benefits; policies, procedures & legislation endorsement and compliance; training & development and performance management.

### **Specific Responsibilities and Expectations include the following:**

#### *Human Resources*

- Champion company values and mission and provide leadership to managers and employees at all levels
- Partner with management team to endorse, refine and/or develop HR initiatives and systems in support of the business and ensuring alignment with overall company culture, values, objectives and structure
- Endorse, maintain and interpret employment policies, procedures and employee handbook, in line with company culture and current applicable laws such as employment, human rights, occupational health & safety and privacy legislation
- Act as the company's Privacy Officer with respect to human resources and employees
- Anticipate, identify and coach managers regarding employee issues; provide sound advice and consultation to both management & employees on organizational policy matters
- Create and administer employment agreements, facilitate offers and negotiate compensation in line with compensation policies
- Leverage and maximize the company's performance management tools to coach managers regarding their staff's development/performance, draft performance improvement plans and coach managers through performance conversations
- Define and develop employee retention & recognition programs
- Maintain and facilitate company's compensation program and related salary reviews
- Liaise with payroll department regarding administration of payroll and compensation related matters
- Research, maintain and administer company benefits policy in coordination with the benefits broker and finance department
- Research and recommend company-aligned options for both an HRIS and Employee Intranet; as project manager, facilitate roll-out, communications and training
- Handle HR administration including benefits administration, leave tracking, surveys & reports, personnel files maintenance, HRIS and intranet maintenance, etc.
- Oversee coordination of team-building, social events and traditions

### *Recruitment*

- Provide full cycle recruitment support: sourcing, screening, interviewing, assessing and presenting a diversified and high quality pool of candidates to hiring managers
- Collaborate with the Management team to build a strategic recruitment plan
- Create and implement standardized recruitment processes and interviewing guides
- Develop customized job profiles/descriptions that present the company externally and internally as an employer of choice in the industry
- Schedule and participate in interviews, prepare & facilitate offers, conduct orientations and support smooth assimilation of new hires
- Develop a progressive and proactive candidate sourcing strategy (e.g. website/job board posts, associations, referrals, social media, networking events, passive candidates etc.) to ensure there is a strong candidate pool to support requirements at all times
- Build/maintain relationships and liaise regularly with personnel agencies with respect to hiring managers

### **Required Skills & Competencies are as follows:**

- Solid understanding of HR practices and administration, as well as applicable legislations such as BC Employment Standards, Human Rights Act, Privacy, Occupational Health & Safety Act, etc.
- In-depth understanding of HR management and its link to business strategy
- Demonstrated experience in end to end recruitment
- Exceptional interpersonal and employee relations skills, with ability to assess and influence solutions
- Highly effective coaching, facilitating, presentation and influencing skills
- Proven track record of building strong working relationships with business and human resource partners while fostering a cooperative work environment
- Superior communication skills, both written and verbal and successful track record in working with staff at all levels
- Excellent organizational and execution skills and the ability to work in a high volume, fast paced environment
- Intermediate to Advanced computer skills in MS Office, especially in Word and Excel
- Working knowledge and understanding of HRIS software systems
- High level of accuracy and attention to detail
- Positive and enthusiastic, hands-on approach with a strong bias to "client service"

### **Required Education and Experience**

- Minimum 5 – 7 years' experience in a generalist HR role with experience in all HR functions
- Minimum 3 years' recruiting experience with a focus on understanding business requirements and delivering results
- Diploma or Degree in HR, Management, Business Administration, Psychology or a related field and/or comparable work experience
- Previous experience in a property management environment or similar related professional environment is an asset
- Previous experience with mergers/acquisitions is an asset
- OR Equivalent combination of education, training and experience

If you are a motivated and high energy individual who enjoys working collaboratively in a dynamic organization, this could be the challenge you're looking for!

Please apply with resume and cover letter to: [careers@jouta.com](mailto:careers@jouta.com)

We thank all applicants for their interest and only those shortlisted will be contacted.