



Career Opportunity

Human Resources Manager

Who We Are

Located in Vancouver, The Wynford Group is a local family-owned business that places great value in our people, as well as the services we offer our clients. Since our incorporation in 1984, we have firmly established ourselves as a leader in the strata management industry. Our reputation is built on our values of trust, teamwork, communication, innovation and excellence.

We have taken a conservative approach to growth over the last 36 years of business and have one of the lowest turnover rates, in staff and clients, as a result. Service, not size, is our primary objective.

At Wynford, we strive to create a corporate culture and work environment that values individuality, diversity and professionalism. We are successful because of the high level of service we provide, as well as the strong chemistry and operational relationships we have with our clients. Every employee at Wynford contributes to this success.

The Opportunity

In this role, you will advance the strategic direction of The Wynford Group by overseeing the development and day-to-day management of Wynford's Human Resources program. The position provides overall support to employees and managers and ensures that our HR program is aligned with our culture and overall business objectives. Strengthening our culture, attracting and retaining top talent, building individual and team performance, and supporting the organization's growth through workforce planning are key opportunities for this role.

Areas of responsibility include: workforce planning, full-cycle recruitment, employee relations, orientation, retention & recognition, policy development, compensation & benefits, training & development, safety and wellness, and performance management.

We Need You to Have

- A Diploma or Degree in Human Resources Management or related field, with 5-7 years of progressive experience. A Chartered Professional in Human Resources (CPHR) designation is an asset
- Experience developing Human Resource infrastructure and programs that support organizational goals and strengthen culture
- In-depth understanding of HR management and its link to business strategy
- Exceptional interpersonal and coaching skills, with the ability to assess and influence solutions, working with staff at all levels
- Superior communication skills, both written and verbal

- Ability to deal with conflict or difficult situations and work with parties to find appropriate solutions using mediation and conciliation
- Intermediate to advanced computer skills in MS Office
- A “can-do” attitude and ability to work independently and as part of a team
- Proactive and solution oriented, drives for continuous improvement, working with others to enhance processes and internal resources
- The ability to develop effective give-and-take relationships with others and a willingness to help out, where needed

What We Offer

In addition to competitive compensation, this is an opportunity to build and enhance a robust HR program with an organization that is a leader in their industry. A strong, family-oriented culture and a committed leadership team will support you as you take our HR program to the next level.

How to Apply

Please submit your resume and cover letter to: careers@jouta.com

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.