



## The MEARIE Group Job Posting

### **Job Summary**

Reporting to the VP of Legal & Corporate Affairs, the Human Resource & Administrative Services Manager will lead and direct the functions of the Human Resources Unit while developing and maintaining a high-performance corporate culture.

The candidate must have excellent interpersonal skills and be highly adaptable. In addition to managing the Human Resource function, the candidate will also be responsible for facilities management, assisting with the training of stakeholders and be the Office Manager. This position entails developing and building relationships with various business units and stakeholders.

### **Department Summary**

The Legal & Corporate Affairs Department has oversight on all Legal matters, Corporate Governance, Claims, Privacy, Human Resources, Marketing/Communications and Corporate Branding within The MEARIE Group.

### **Job Responsibilities**

The Human Resource and Administrative Services Manager will manage all Human Resources functions including but not limited to:

- The independent handling of all payroll, year-end and T4 requirements
- Handling all aspects of recruitment including orientation, training and staffing logistics
- Managing the performance management process and assisting in the development of key performance indicators for staff
- Managing compensation and benefit administration and recordkeeping
- Managing employee complaints and handling the discipline and termination of employees in accordance with company policy
- Drafting and maintaining internal policies and procedures
- Maintaining employees' files and the HR filing system
- Ensure adherence to established policies, protocols, procedures, standards, and practices

In addition to the Human Resources function, the incumbent will also be responsible for:

- Managing the office facilities with responsibilities that include, but are not limited to, maintaining relationship with vendors, managing office supplies and the day-to-day office administration
- Acting as Office Manager for all staff

- Facilitating training activities including selection and registration of training courses, organizing training materials, securing training venues and managing training subscriptions
- Other duties as required

**Qualifications**

- Bachelor's Degree in Human Resources or related discipline required
- 4+ years experience in Human Resources management
- CHRP designation preferred or working towards
- Payroll experience required
- Experience with privacy issues will be considered an asset
- Excellent Communication (written and verbal) and presentation skills
- Strong business acumen
- Excellent time management and organizational skills
- Motivated and high-energy team player
- Ability to work under pressure and tight deadlines

**Note**

We invite all interested candidates to apply by emailing a cover letter, resume and salary expectations to [hr@mearie.ca](mailto:hr@mearie.ca). Please note, only candidates selected for an interview will be contacted.