

POSITION PROFILE

Summary:

Reporting to the Human Resources Manager, the Human Resources Generalist provides a wide range of generalist administrative support for a variety of HR-related activities, using judgement and discretion in the handling of confidential or sensitive information. The incumbent is responsible for all recruitment and associated processes, maintains the HR database and an accurate, detailed filing system, communicates professionally with internal and external contacts at all levels. As a key member of the Phantom team, the incumbent is expected to consistently demonstrate and encourage in others the organization's core corporate values.

Structure:

Positions reporting to the Human Resources Manager are HR Generalist and Safety & Security Coordinator.

There are no direct reports reporting to the HR Generalist.

Corporate Values:

To Speak the Truth
To Serve Each Other
To Pursue Excellence
To Practice Stewardship

Position Responsibilities:

Please note that due to the extensive diversification of the Human Resources function it is not possible to details all elements of the role within this document. This description provides a broad overview of the position responsibilities.

Recruitment

- Post job opportunities internally and externally as appropriate to the position.
- Receive and review resumes, short list candidates, create interview questions and liaise with the hiring manager prior to scheduling interviews.
- Participate in the interview/selection process; notify all candidates of results in a timely manner.
- Initiate and administer electronic and/or paper-based assessments and evaluations; log results and notify the hiring manager.
- Liaise with hiring manager to schedule start dates and liaise with all necessary parties to ensure that equipment, tools, and Health & Safety Orientation are in place prior to the employee's arrival.
- Make job offers, obtain employment references; initiate and follow-up on employee background checks.
- Create offer letters; prepare hire packages; compile and post announcement(s) to e-Synergy; and when required deliver Phantom's employee On-Boarding presentations as a backup to Employee Experience.

Group Benefits

- Maintain current knowledge of Phantom's group benefits plan.
- Act as an extension of the Third Party Agent by responding to employee enquiries promptly and accurately.
- Track eligibility dates for Benefit enrollment and provide application forms to affected employees.
- Accept and promptly act upon all employee requests for changes to existing coverage, provide information and forms, and update internal and external databases.
- Create new and maintain existing detailed and accurate records of group benefits coverage for individual employees.
- Notify the Payroll of new hires, terminations and all changes to the monthly premium deductions.

General

- Respond to all general enquires, providing consistent and accurate interpretation of legislation and/or employment policies.
- Create various documents such as file notes, announcements, news items and other correspondence.
- Promptly update and maintain employee files electronically and paper based.
- Ownership & champion on the use of Synergy and Dayforce software.
- Ensure performance reviews are generated, distributed, and uploaded in a timely manner; work with Supervisors to ensure reviews are completed, communicated and returned so reviews can be uploaded.
- Compile a quarterly summary of exit interviews, and when required complete exit interviews.
- Track the renew dates for reoccurring processes such as Averaging Agreements, synergy updates, etc.; create new and/or revise; liaise with manager and employee and issue replacement agreements.
- Create/revise and maintain a variety of documents such as spreadsheets, lists, correspondence, file notes, and other information using MS Office, Excel, and other software.
- Assist in the creation of power point presentations and supporting documents for internal training and communication purposes.
- Promptly enter a variety of data into the HRIS and ensure that all new records are promptly created, and existing records are accurately maintained.
- Maintain a 'bring-forward' system to ensure commitments are fulfilled and follow up is completed.
- Track the dates for reoccurring processes such as Averaging Agreements, synergy updates, etc.; and update as required.
- Schedule meetings and reserve meeting rooms as required.
- Conduct internal/external research on an as-needed basis as directed.
- Perform all duties in a positive manner, demonstrating professionalism at all times.
- Participate in job-related programs or associated personal development initiatives as required and perform all other duties as assigned.

Position Requirements:

- A keen understanding of the need to maintain confidentiality when coming into contact with sensitive information and the ability to use an appropriate level of discretion.
- Demonstrated understanding, interpretation, and application of the Employment Standards Act of BC, and Human Rights legislation.
- Above average level of attention to detail and accuracy in all tasks.
- Ability to create legible and grammatically correct correspondence and other documents for internal and external use.
- Ability to remain calm, focused, and professional in a high-pressure environment that is subject to constant interruptions.
- Proficient in a Windows environment, with extensive use of Word, Excel, and Power Point at an intermediate to advanced level; demonstrated accurate keyboarding skills.
- Superior interpersonal and communication skills; interacting comfortably and confidently in writing and orally with internal and external contacts at all levels.
- An ability to anticipate problems, using sound judgement to evaluate and analyze information; pro-actively and effectively resolving issues with a minimum of supervision.
- Organized, methodical; able to remain calm and focused and appropriately structure workflow in order to accomplish multiple and changing priorities.

Academic Achievements and Work Experience

Two years post-secondary education in Human Resources; a minimum of one years' experience in an HR role (preferably in a fast-paced manufacturing environment with exposure to seasonal recruitment).

An equivalent combination of education and experience may be considered.