



Human Resources Manager

About us: LakeCity Works supports people living with mental illness to build on their strengths, take on responsibilities and access work experience, education and employment. As well as our employment support and therapeutic services, we also operate several social enterprises. We're best known for our flagship enterprise, LakeCity Woodworkers, where we produce beautiful solid wood furniture. Our other ventures are equal sources of pride and include LakeCity Plastics, LakeCity Helpers, Reboot, Bright Firestarters, Vinland, and Woofingtons of LakeCity all of which are introduced in more detail on our website www.lakecityworks.ca. We're an active, entrepreneurial, impact-driven organization and every day we live our vision to empower people to be their best selves and thrive.

The Position Overview: As the liaison to our people, the Human Resources Manager will be responsible for the support and delivery of talent attraction, engagement and development as well as day to day HR administration. The role requires you to build strong connections with people and build culture as well as support and guide the leadership team.

This role offers continual growth and learning opportunities to evolve your career. This is a dynamic position reporting to, and working closely with, the Executive Director. If you are passionate about the field of human resources, a great communicator with aptitude to support the management of our people and a desire to lend your strength to an organization which makes a difference every day, please read on.

- Actively supporting the implementation of our HR strategy including talent attraction, engagement and development.
- Provide effective, compliant and reliable internal client service for cyclical or event-based processes and projects such as payroll, performance management or exiting.
- Assist Managers to inspire and develop talent as well as grow their coaching and management skills.
- Collaborate with Managers to ensure a seamless candidate experience throughout all recruitment activities.
- Actively lead the recruitment process from posting through to onboarding, ensuring all boxes from screening to criminal and reference checks are checked off along the way.
- Provide onboarding (as required) within the business unit and working with stakeholders to ensure an integrated and exceptional experience for all new hires.
- Communicate in effective and meaningful ways internally and externally on a regular basis to drive the success of our HR strategy.
- Develop and create proactive measures to increase the experience for our people.
- Handle all HR administration including, administrating leave / time usage of employees, pension plan and benefits plan, payroll support, documentation and file management.



- Support the Executive Director with design and implementation of new and updated HR strategies

Requirements

- Minimum 3 years of Human Resource experience required
- Post-secondary education required; CPHR designation, HR-related degree/diploma and/or professional services experience is an asset.
- Strong working knowledge of current employment legislation and current HR theories and practices.
- Ability to thrive as well as inspire the best in others within in a fast-paced environment where every day is different
- Passion and talent for the full spectrum of human resources functions
- Maintenance of strict confidentiality as required in the role
- Ability to work independently and in a collaborative team
- Solid judgment and effective interpersonal skills
- Strong organizational and time management discipline
- High levels of diplomacy, tact and attention to detail
- Excellent communication skills, including verbal, written and presentation/facilitation skills
- Excellent Microsoft Office skills including Outlook, Word, PowerPoint and Excel

This full time (40 hours) position is based in Dartmouth.

We are an equal opportunities employer who is committed to creating an environment of belonging for all. We welcome the unique contributions of all suitably qualified persons regardless of their race, sex, gender identity and expression, disability, religion/belief, sexual orientation or age.