

Director of Human Resources

Flying Colours Corp.

Peterborough Ontario

(File Reference: FCC-2018)

On behalf of our Client, **Flying Colours Corp.** (<http://www.flyingcolourscorp.com/>), we are seeking a professional and highly organized individual to fill the role of **Director of Human Resources**. Flying Colours is a global leader in all aspects of aircraft completions and maintenance. With facilities in Canada, USA, and Singapore their continued growth and success is driven by a talented workforce that embodies the company's core values: integrity, innovation and flexibility.

GENERAL ACCOUNTABILITIES

The Director is responsible for the Company's HR programs and functions in support of corporate goals and objectives. In addition to overseeing programs at Flying Colours international locations, this role has leadership responsibility for the Peterborough site's full cycle recruitment, HR management, and policy/regulatory compliance.

SPECIFIC ACCOUNTABILITIES

Recruitment

Working with the Department Managers, identify staffing requirements on an ongoing basis;

Develop and revise job descriptions as needed, in conjunction with Department Managers;

Actively recruit talent, continually sourcing quality candidates through professional and social networks, and Internet searches to build a pipeline of candidates; attend career fairs;

Facilitate recruitment from initiation to hire, interviewing candidates, conducting reference checks, creating offer letters and extending offers.

Training and Onboarding

Facilitate new hire orientation and onboarding process; partner with Health and Safety and hiring managers to create a positive, welcoming onboarding experience for all new employees;

Assist with training new hires and management on code of conduct, benefits, policies and HR procedures, as well as anti-harassment policies and diversity.

Benefit Administration

Provide consistent counsel and guidance to staff regarding benefit program;
Prepare and process benefit applications, changes and terminations in a timely manner;

Review invoices and send to payroll for processing.

Monitor leaves of absence, including: maternity/parental, WSIB, medical etc.;;
Work with Health and Safety on return to work programs and accommodations;
In conjunction with CFO and Benefit Broker, participate in the annual benefit renewal meetings.

Compliance

Manage consistency and compliance of all Canadian employment policies and practices, ensuring fairness, accuracy and HR documentation;

Complete annual Employment Equity review;

Monitor regulatory changes and make necessary updates to minimize company risk;
Implement and communicate company policies and procedures to staff.

HR Operations

Provide timely HR service to the organization, providing advice on best practices and guidance on the interpretation and practical applications of HR policies, procedures and legislation;

Administer the hiring and separations processes reviewing all applications, employment offers, and terminations prior to finalizing. Process all exit interviews.

General Administration

Process vacation and time-off requests and update databases;

Process and monitor training bonds;

Monitor Excess Hours data;

Track HR metrics data;

Administer the Uniform Program;

Process probationary/annual performance and compensation reviews and promotions.

Other projects and duties as assigned.

Educational Background and Experience

University degree in Human Resources or a related discipline, or equivalent experience;

Minimum 10 years direct experience as a senior HR professional, with at least 5 years as an HR generalist in a multi-disciplined environment;

Experience with applicable laws (e.g., Canada Labour Code, Federal, Provincial laws, Health & Safety legislation);

Skills and Abilities

Strong knowledge of current employment law matters, with a strong commitment to diversity;

Proven track record of success in personnel management, benefits administration, recruitment, and employee relations;

Politically and culturally sensitive;

Effective communication with individuals at all levels of the organization;

Superb writing and content development skills;

Strong presentation, oratory, and verbal skills;

Excellent time management and project management skills;

Able to deal with people sensitively, tactfully, diplomatically and professionally at all times;

High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.

Ability to work in a fast-paced environment;

Ability to be flexible and adaptability to changing priorities.

Compensation

Our Client offers competitive total compensation including an attractive base salary and incentives, group benefits, and the opportunity for career development in a dynamic and growing Canadian-owned company with international operations.

For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Matthew Savino, B.A., LL.B., C.H.R.E.

Executive Search Partner

SHRP Limited

www.savinohrp.ca

hr@savinohrp.ca

All Applications treated confidentially. While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities.

Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).