
Human Resources Specialist
Mississauga, Ontario (Permanent, Full-Time)
File Reference HRS-2018

We are seeking an HR Specialist for our client, one of the largest material handling dealers in North America. This organization offers a growing range of services, industry-leading brands and an extensive branch network that delivers service excellence and products that customers have enjoyed since 1930. A pre-eminent organization, our client is committed to its status as an industry leader, setting the standards for others in the material handling sector to follow.

Reporting to the VP of Human Resources, the HR Specialist will be responsible for a variety of human resources duties including but not limited to: recruiting and on boarding staff, improving and maintaining HR policies, processes, and practices, addressing employee relations matters, and preparing / coordinating any functions pertaining to employment, compensation, and employee relations.

RESPONSIBILITIES:

- Prepare and review compensation and benefits packages
- Administer health and life insurance programs
- Implement training and development plans
- Plan annual performance review sessions
- Update employee records with new hire information and/or changes in employment status
- Maintain organizational charts and detailed job descriptions along with salary records
- Forecast hiring needs and ensure recruitment process runs smoothly
- Develop and implement HR policies throughout the organization
- Monitor budgets by department
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labour legislation (update policies accordingly etc).

REQUIREMENTS:

- Proven work experience as an HR Specialist or HR Generalist
- Hands-on experience with Human Resources Information Systems (Ceridian or ADP a plus)

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- Knowledge of Applicant Tracking Systems
 - Solid understanding of labour legislation and payroll practices
 - Familiarity with full cycle recruiting
 - Excellent verbal and written communication skills
 - Good problem-solving abilities
 - Team management skills

EDUCATION:

- Bachelor's degree in Human Resources or related field required.

INTERPERSONAL SKILLS:

- Must be self-motivated and a self-starter who works well under pressure.
- Strong research skills including internet research capability
- Demonstrated ability to build and maintain relationships.
- Technologically savvy, including proficiency with MS Office suite (Outlook, Word, Excel, PowerPoint), job boards, applicant tracking systems and online media.
- Strong communication (both verbal and written), negotiation, interpersonal and decision making skills are required.
- Attention to detail with a fluid ability to multi-task and prioritize.

COMPENSATION & OPPORTUNITY:

Competitive compensation will be provided with unlimited career potential determined by personal commitment in a high growth, professional services environment. For further consideration, qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Manager
SHRP Limited
hr@savinohrp.ca
www.savinohrp.ca

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, we appreciate Applicants making this request in advance so we can support your needs).