

Senior Human Resources Generalist

SHRP Limited (HRLive)

Peterborough, Ontario

File Reference HRG-2021

BACKGROUND

Savino Human Resources Partners Limited (SHRP) is seeking a **Senior Human Resources Generalist** to help serve our growing client base of small-to-medium sized businesses and organizations. Though based in Peterborough, our growing Client group reaches across Ontario (primarily) and nationally. This role will support our in-house “HRLive” software platform, which is designed to help our clients organize and automate employee file information, compliance requirements, documentation, workflow, policies, performance appraisals and other HR processes (www.hrlive.ca).

GENERAL ACCOUNTABILITY

Consultants provide front-line and advanced HR support to a wide variety of SHRP clients including municipalities, private sector businesses and not-for-profit organizations.

KEY ACCOUNTABILITIES:

- Provides advice and supports client processes for talent acquisition and external recruitment.
- Responds to and provides follow up on employer inquiries regarding employee relations issues, incidents, safety concerns, and complex employee matters.
- Ensure that employee performance evaluations are conducted and train or assist managers/supervisors in providing employees with performance feedback and effective development.
- Ensures that all employers comply with regulatory matters (ESA, OHRC, AODA, OHSA), company policies, procedures, and ethical standards.
- Understands and applies basic employment standards, policies, practices, and compliance across client organizations.
- Provide basic guidance to management in health and safety.
- Stays abreast of health and safety developments and legislative changes.

EDUCATION AND QUALIFICATIONS

- Degree or diploma in business administration, human resources management, or a related field required.
- Exceptional communication skills, written and oral.

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- Previous experience in consulting or a customer-centric role is essential.
 - Experience coordinating or conducting harassment investigations.
 - Certification in human resources management or progress toward this recognition (CHRP, CHRL, CHRE).
 - Experience providing service and advice to employees in multiple locations
 - Minimum of 5 years of work experience in a human resources specialist or generalist position with additional leadership or management experience.
 - Demonstrated ability to manage HR core processes such as performance reviews, training, talent management, and employee relations.
 - Ability to make sound business decisions and evidence based recommendations to senior management.
 - Effective communication skills with individuals at all levels of the organization.
 - Sound leadership, staff management, and teambuilding skills.
 - Previous experience with HRIS or ERP / CRM / web-based customer management, sales or database systems desirable.
 - Computer literacy, including advanced working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook required.
 - Ability to interpret and implement relevant legislation and labour laws.

COMPENSATION & OPPORTUNITY

We offer competitive compensation and the opportunity for career development in a dynamic company with a proven track record, and future growth potential.

For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to:

Matthew Savino, B.A., LL.B., C.H.R.E.
Managing Partner
matthew@savinohrp.ca

SHRP Limited
925-550 Skyway Drive (Airport Road)
Peterborough, Ontario K9J 0E7
www.hrlive.ca



POSITION PROFILE

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).*