

Join our team!

Full Time – Human Resources Manager

The successful candidate will be responsible for the management of day-to-day operations and activities of the Human Resources Department in the areas of recruitment, labour relations, payroll, compensations, benefits, scheduling, and staff wellness. Reporting directly to the Chief Human Resources Officer, the successful candidate is a highly motivated and creative individual who demonstrates superior attention to detail, excellent judgement, and proven communication skills.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organizational objectives, will act as a role model for all staff and will promote the reputation of the facility in the community.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.

Qualifications:

- Successful completion of a degree in Human Resources Management, Business Administration, or related field.
- Three to five years of experience in a human resources position or related position.
- Specialized training in employment law, compensation, organizational planning, employee relations, training, and preventive labor relations.
- Strong ethics and reliability.
- Advanced knowledge of Microsoft Office
- Superior organizational, prioritizing, and communication skills.
- CHRP or CHRL designation is preferred.
- Bilingualism in French and English is preferred.

Duties:

- Responsible for all stages of recruitment, on-boarding and new hire training.
- Provide guidance and assistance on a full range of labour and employee relation matters, including attendance management, performance management, compensation, and discipline, including participation in the collective bargaining, and grievance and arbitration process
- Provide information or services such as employee assistant programs, employee wellness programs, and employee recognition programs.

Benefits:

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. Wage is \$49.087 - \$55.249 per hour based on experience.



espanola
regional hospital
and health centre

To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca