Human Resources Manager

Regional Group is seeking an experienced Human Resources Manager, who will thrive in a dynamic and entrepreneurial environment. This individual will be a strong communicator, will have strong organizational talents, the ability to be decisive and exercise judgement as appropriate, an exceptional attention to detail and an ability to maintain confidentiality on sensitive matters.

Regional Group is a Leader in shaping real estate for Ottawa and surrounding areas.

Role: The Key overall objective of the Human Resources Manager is to support the Regional Group and its affiliated companies by recruiting, developing and retaining talented team members to achieve its business goals.

Responsibilities: On a day to day basis, the key responsibilities of the ***Human Resources Manager*** include, but are not limited to:

- Champion the Company's vision, purpose and values
- Help foster a culture of happiness, caring and positivity for all employees
- Chair the Company's Team HR meetings, prepare agendas and minutes
- Coordinate the Personal Success Plan program including monitoring, scheduling, and participation twice annually
- Coordinate and administer professional development programs
- Assist in the recruiting including preparing job descriptions, advertisements, and preparation of key interview questions and skill tests
- Conduct employee onboarding and exit process
- Manage use of the Company's intranet to promote events, share news, and support and inform employees
- Provide confidential support to employees on HR topics
- Administer compensation and benefit plans
- Assist in development and implementation of human resource policies
- Collect and report on key HR metrics
- Maintain employee files and records in electronic and paper form
- Maintain the company's organizational charts
- Conduct compensation studies in support of annual compensation reviews
- Assist with the preparation of presentations for quarterly staff meetings
- Coordinate legal advice with the Company's HR lawyers
- Coordinate and monitor company & individual security clearances
- Joint Health and Safety Committee employer representative

Key Competencies:

- High level of emotional intelligence
- Experience with Ontario labour relations and Employment Standards Act
- In depth knowledge of human resources legislation, practices, and employment law
- Critical thinking, problem solving and conflict resolution
- Professionalism and discretion
- Relationship management and interpersonal skills
- Proven ability to work confidentially with discretion and tact
- Excellent interpersonal, verbal, written and presentation skills
- Experience with intranet software
- Certified payroll training is desirable to provide backup to Payroll if needed
- Recruitment experience
- Employee Assistance Programs (EAP)

Qualifications:

- CHRP designation desirable
- Minimum 5 years' experience in Human Resources
- Post-secondary education or suitable professional training and experience as an alternative
- Excellent use of MS Office suite
- General knowledge of Ontario employment laws and practices
- Experience in the administration of benefits and compensation programs and other Human Resources programs
- Effective oral and written communication
- Excellent interpersonal and coaching skills
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills

We offer a competitive compensation package and the opportunity to work with an industry leader! To apply, please forward your resume to recruiting@regionalgroup.com and in the subject line please include the name of the position (s) you are applying for.

The deadline for submitting your resume is 12:00 pm ET on March 1, 2017.

We thank all applicants for considering The Regional Group of Companies Inc. as an Employer of Choice, however only those individuals selected for an interview will be contacted.

About the Regional Group

We build communities and shape real estate throughout the National Capital Region using innovation, expertise, and enduring relationships. We create value and opportunity for our shareholders, our investors, our people and our community through multi-disciplinary real estate services.