



## Human Resources Generalist

As a member of a winning and enthusiastic team of professionals, the HR Generalist is responsible for performing daily HR functions including recruitment and onboarding, compensation, benefit and WSIB administration, training and development, leadership and team building, and performance management. As the HR Generalist, you must be able to perform in a challenging, fast-paced environment while possessing the ability to prioritize tasks and to work under tight deadlines. Here at Scotiabank Convention Centre, we are proud of our strong employee culture and we're looking for someone who will enhance and support this! Read on to see if that person could be you:

### RESPONSIBILITIES

- Establish credibility and build effective relationships throughout the organization through communication boards, employee events, and social media
- Develop and implement HR policies and procedures fairly and consistently
- Ensure that organizational policies and procedures are representative of industry best practices and Canadian legislative requirements
- Maintain current knowledge of relevant Federal and Provincial employment laws and legislation
- Work with our occupational health and safety team to ensure a safe work environment
- Facilitate and maintain performance management programs including assessment, coaching, and development of individuals and teams
- Develop, facilitate and lead both company-wide and department-specific training initiatives within budget
- Lead, manage and analyze recruiting and hiring efforts (internal and external) and deliver new hire orientation and training
- Manage and input all employee financial activities including but not limited to payroll, benefit, pension and WSIB plans and provide related support to the Finance department
- Advise senior management on all aspects of performance management and employee relations and recommend relevant courses of action
- Develop, manage and monitor an employee awards and recognition program
- Cultivate and sustain a positive work environment
- Performs other duties as assigned



## REQUIREMENTS AND QUALIFICATIONS

- University or college degree/diploma in Human Resources Management or relevant education
- CHRP certified or working towards certification
- 2-3 years of experience as a Human Resources Generalist; experience in the hospitality industry an asset
- Health and Safety Level 1 & 2 Certification (or willing to become certified)
- Proven recruitment and resourcing skills
- Effective at communicating to all levels of the organization, including employees, colleagues, and the President & General Manager.
- Professional disposition, detail oriented with attention to accuracy
- Strong facilitation, presentation, and conflict resolution skills
- Well-organized, methodical, logical and self-motivated with the ability to maintain confidentiality
- Intermediate to advanced Microsoft Office skills
- Experience working with a HRIS system will be considered to be an asset
- Ability to empower employees to achieve
- Must be able to support a 24/7 operation and legally able to work in Canada

## HOW TO APPLY

Submit your resume and cover letter via email to: [careers@fallsconventions.com](mailto:careers@fallsconventions.com)

Scotiabank Convention Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**We thank all candidates for their interest, and will directly contact those selected for an interview. No phone calls please.**