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## HR Generalist

### Objectives of this Role

- Assist in developing and executing personnel procedures and policies and provide guidance and interpretation for business operations.
- Participate in the development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements.
- Assist in administering benefits, compensation, and employee performance programs.
- Suggest new procedures and policies for improving employee experience as well as the efficiency of the HR department and company.
- Ensure compliance with local and national regulations and applicable employment laws, and update policies and procedures when necessary.

### Responsibilities

- Prepare paperwork and schedules for a smooth new-hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.
- Manage recruitment processes, administrative tasks and onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Be the primary backup for payroll processing, including biweekly and semimonthly compliance to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, hourly employee validations, and benefits changes.
- Assist in the communication, interpretation, and upkeep of employee handbook, and contribute to policy development.

### Required Skills and Qualifications

- Excellent communication and interpersonal skills, ethics, and cultural awareness.
- Aptitude for problem-solving and thorough knowledge of HR procedures and policies.

### Preferred Skills and Qualifications

- Bachelor's degree in human resources, business, or related field. (*essential*).
- Proven success working in an HR department.
- Resourceful mindset and strong attention to detail.
- Deep understanding of Labor Law and employment equity regulations.
- Efficient HR administration and people management skills.
- Excellent record-keeping skills.
- Fantastic knowledge of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works comfortably under pressure and meets tight deadlines.
- Remarkable organizational and conflict management skills.
- Meticulous attention to detail.

