



Job Description

Title

Human Resources Generalist

Reports To

Ryan Company Ltd. ownership group.

Direct Reports

This position does not have any direct reports.

Summary

The Human Resources (HR) Generalist executes on the full scope of day-to-day HR operations and provides overarching people management support at all levels of the company. They keep the lines of communication open between staff and leadership. This position provides coaching and direction to front-line managers and leadership to ensure HR practices align with policies, organizational culture, and business strategies. The HR Generalist will have a large focus on recruitment and onboarding to make sure that our new team members have a seamless transition into our team.

Duties & Responsibilities

Recruitment, Selection & Onboarding

- Develops and implements creative and innovative recruitment solutions to attract quality team members.
- Drafts job descriptions for new positions; maintains updates of job requirements and job descriptions for all positions.
- Ensures an outstanding candidate experience at all stages of recruitment by driving a transparent, consistent, and responsive process.
- Screens resumes, evaluates qualified candidates with phone screens, and recommends applicants for interviews.
- Coordinates and may participate in interviews.
- Works collaboratively with managers to prepare and negotiate job offers.
- Ensures reference and criminal record checks are completed for new hires.
- Coordinates and maintains the onboarding and training processes for new employees.
- Plans and conducts new staff orientation, including HR Policy review.

HR Policy & Regulatory

- Establishes HR policies and procedures for maintenance of culture and compliance with regulations (BC ESA, WorkSafe).
- Reviews and updates Ryan Company Ltd. policies.
- Monitors for regulatory changes and brings policy change recommendations to senior management.



Benefits & Information Administration

- Manages the efficient flow of Human Resources documents and all employee-related information.
- Ensures sensitive and confidential information is stored and accessed appropriately in accordance with relevant privacy legislation.
- Supports with the administration of the employee benefits program, including processing employee enrollments, changes, questions and renewals.

Occupational Health, Safety & Wellness

- Coordinates processing of WorkSafe BC claims in cooperation with management and the JHSC.
- Fosters a healthy work environment by promoting workplace health and wellness initiatives.

Performance Management

- Supports managers in the design, implementation and maintenance of the performance review process.
- Monitors and identifies performance management trends in the organization.
- Coaches managers to resolve performance management issues.

Employee Relations

- Serves as a link between managers, leadership and employees; handles questions, provides coaching to supervisors, and provides expert support to resolve work-related problems.
- Navigates sensitive situations, including resolving disputes, terminating employees, and following disciplinary procedures, using tact, discretion, and confidentiality.
- Conducts exit interviews with departing employees.

Compensation

- Gathers all necessary data to benchmark salary and benefits.
- Coordinates the salary review process.
- Analyzes and modifies compensation and benefits policies to establish competitive programs in collaboration with leadership.

Training & Development

- Supports managers in the ongoing use and maintenance of the corporate training program and materials.
- Researches and proposes targeted training opportunities.
- Maintains accurate employee training records to ensure compliance.

Employee Engagement

- Coordinates internal company events.
- Drives employee recognition and retention initiatives and ensures key milestones and achievements are recognized.



Organizational Development

- Participates in workforce and succession planning discussions and initiatives.
- Provides input and guidance on HR planning activities.

Qualifications

- 3-5 years' experience in a Human Resources Generalist role.
- Degree or diploma in Human Resources Management or a related discipline.
- Possess or eligible for CPHR designation.
- Knowledge of Employment Standards, WorkSafeBC and other relevant legislation.
- Knowledge of human resource management principles, policies and practices and ability to apply this knowledge to develop creative, effective solutions.
- Experience providing HR support in a multi-location environment. This position will be based in Victoria, but will require some travel to our other locations in BC.
- Outstanding computer skills, including proficient with MS Office.

Personal Attributes

- Efficient and organized, able to juggle various tasks.
- Energetic, self-directed and results oriented.
- Team player with a positive, "can-do" attitude, and willingness to work collaboratively.

Working Conditions

- Comfortable with some travel to Ryan Company Ltd. locations, as required.