

Human Resources Manager

Location: Toronto, ON

The Human Resources Manager will apply Human Resources experience to provide advice and hands on support to employees in Eastern Canada. The HRM will provide guidance and direction on all HR functions including: recruitment, onboarding, employee relations, performance management, terminations and HR programs.

What you will do:

- Provide professional LR and HR expertise on all people-related matters. Support all levels of management to minimize risk on legal and compliance matters, ensuring adherence and interpretation of all relevant legislation, policies and procedures and collective agreements
- Develop and implement strategies to maintain ongoing communication and positive relationships with the union's leadership and manage all aspects of the grievance process; including grievance resolution, mediation, arbitration and or conciliation
- Manage full cycle recruitment function for assigned client group. This includes, but is not limited to; research, sourcing (cold-calling, Career Fairs, etc.), pre-screening, interviewing, qualifying, referencing and placement management
- Provide leadership and support to managers and employees in the areas of performance counseling, employee retention, policy interpretation and implementation, human rights and employment legislation, conflict resolution and legal/contractual requirements.
- Develop, recommend and implement company policies, procedures, and appropriate training in all areas of employment, including employee relations and performance management
- Identify employee engagement needs and opportunities for the business unit, leading initiatives where required. Support the implementation of the Engagement Survey Action Plans
- Facilitate and embed performance management discipline across business unit
- Lead the annual performance management process for assigned client group
- Conduct performance management training and coordinate leadership development programs for assigned business group
- Other duties as required

What you will require:

- Degree in Business, Human Resources, or another relevant field along with a Certified Human Resources CHRP designation
- Minimum of 5-7 years Human Resources or equivalent business experience
- Ability to perform as a trusted advisor, to lead and be an effective team player with an understanding of how to build partnerships at all levels
- Knowledge of HR best practices and regulations, including the Employment Standards Act, Human Rights Legislation, and other governing bodies across all provinces
- Experienced in recruitment and selection
- Demonstrates sound judgment and problem-solving skills in resolving HR matters
- Exhibits high level of customer focus and service orientation

How do I apply?

Please send your resume and cover letter in Word or PDF format to toronto.hr@univarcanada.com. Please indicate the job title (HR Manager) in the subject line of your email. Please note that candidates are subject to background and reference checks. Thank you for your interest in Univar.

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