

Job Title: Human Resources Business Partner
Position Status: Full Time
Department: Human Resources
Supervision Received: Director of Human Resources
Supervision Exercised: N/A
Location: Sault Ste. Marie, Ontario

PRIMARY FUNCTIONS

A.	Recruitment	30%
B.	Employee Relations	30%
C.	Special Projects	15%
D.	Administration	10%
E.	Engagement/Wellness	10%
F.	Other duties as assigned	5%
TOTAL		100%

RESPONSIBILITIES

The Human Resources Business Partner supports all functions of an employee life cycle for corporate employees, aids in HR-related organizational-wide project development and implementation and supports other HR employees in other facilities as needed. The HR BP will be responsible for all Canadian recruitment, support all immigration matters across both Canada and the US, and is responsible for guiding employees through various processes, and answering any questions they may have about their employment and policies. The HR BP plays an active role in ensuring all HR functions and policies comply with local state/provincial, and federal regulations. They must work within a fast-paced, confidential setting that puts employees, health, safety, and wellness at the forefront of everything they do.

A. Recruitment (30%)

- Work closely with senior management to execute hiring for all Canadian / Corporate employees.
- Actively work on researching locations to post and source for candidates.
- Work closely with the hiring manager to execute Heliene's recruitment process including completing the hiring matrix, reviewing applications, conducting pre-screen interviews, and interviews, and completing security, reference, and drug-related screening as required for the position.
- Responsible for all salary position new hire announcements for all new hires.
- Perform new hire orientation and update records of new employees.
- Work with Management to develop, update and maintain job descriptions and job advertisements.

B. Employee Relations (30%)

- Assist with all internal and external HR-related inquiries or requests.
- Assist with performance management as required, including the processing of the 30-60-90-day reviews and annual performance reviews.
- Support the off-boarding efforts of exiting employees including conducting exit interviews.
- Support the disability management process for Canadian and Corporate employees including employee leaves, workers' compensation, and accommodations as needed and required.
- Assist with the training and education of managers on employee relations and policies.
- Support all immigration needs for both Canadian and US employees, working closely with the employee, their manager, and the Director of HR and legal, as required.
- Work collaboratively with the HR Team to develop policies and standard operating procedures.

C. Special Projects (15%)

- Lead and/or support all HR-related projects and policy development including such things as updates to employee handbooks, policies, orientation planning, new programing such as performance management and recognition.
- Act as the liaison to other departments for projects that may require HR support or input on, including such things as ISO audits, Finance Audits or new program development.

D. Administration (10%)

- Maintain Careers inbox to ensure accurate and timely responses.
- Maintain both hard and soft copies of employee files as required.
- Coordinate training sessions as required.
- Keep up to date with the latest HR trends and best practices.
- Maintain communication boards throughout the facility.
- Data entry as required in ADP/Workforce Now or any other applicable systems used and relevant to Human Resources.

E. Engagement and Wellness (10%)

- Work collaboratively with HR, leadership, managers, and staff to sustain strong working relationships, build morale, increase productivity, and enhance employee engagement.
- Lead engagement practices and events.
- Develop and administer a recognition program.

F. Other duties as assigned (5%)

- Perform other duties as assigned by the HR Director.

Minimum Qualifications:

Undergrad in Business Administration with a specialization in HR or related degree and at least four years of relevant experience or an equivalent combination of education, training, and experience required. CHRP or working towards CHRP is considered an asset.

- Effective administrative and people management skills
- Ability to work well under pressure and with tight deadlines
- Excellent written, verbal, and interpersonal communication skills
- Strong problem-solving and decision-making skills
- Strong organization and time management skills
- Strong understanding of the Microsoft Suite
- A strong understanding of immigration employment laws is considered an asset
- Knowledge of ADP/Workforce Now considered an asset
- Previous manufacturing experience is considered an asset
- Must have a valid passport and ability to travel internationally