

# WOMEN BUILDING FUTURES – HUMAN RESOURCES GURU

Are you a curious and resilient team player? Do you have an appetite for taking initiative and creating solutions? Do you want to be part of a bold organization that truly changes lives? Then YOU GOT THIS!

Women Building Futures wants to add an organized, detail oriented and solution focused Human Resources professional to their team.

Reporting to the President & CEO, the successful applicant will be directly supporting and guiding the organization in the overall provision of human resources, policies, and programs.

In this role, your ability to be flexible, and supportive of staff going through continual change and organizational growth will be key in ensuring WBF meets our strategic objectives. Your work will align with WBF's purpose of providing women with the right career opportunities, building a highly skilled workforce for the future and forever changing the face of industry!

## THE HUMAN RESOURCES GURU WILL:

- Lead human resource for the organization, including hiring, onboarding, professional development training, dismissals, employee/contractor contracts, and oversee the administration of HR benefits
- Orient all new staff with WBF's Workplace Culture and Envisioned Future Values
- Coach, mentor and support staff through the development and execution of individual performance plans
- Ensure all staff performance reviews are conducted and documented annually
- Ensure adequate cross training is coordinated across teams and an effective succession plan is in place for key areas of responsibility
- Provide counsel and seek resolution with managers and employees regarding employee relations issues, employment standards or human rights queries or complaints, ensuring legislative compliance
- Foster collaboration between teams and departments; spearhead and participate in periodic workflow analysis to encourage continual evolution
- Collaboratively develop strategic policies and processes to guide the organization in achieving its vision from a human resource perspective; champion the development and documentation of key HR policies and processes

## QUALIFICATIONS:

- 5+ years of experience in a strategic human resources role, preferably inside a high growth organization
- University degree/college diploma in Human Resources
- Proven leadership in the areas of change management, leadership development and performance improvement
- Ability to maintain confidentiality of sensitive and confidential information.
- Demonstrated work experience in a fast-paced, changing environment with shifting priorities
- Mature individual who has the ability to handle sensitive discussions with a strong understanding of internal employee service

Closing date: January 15, 2019

Please send cover letter and resume to [careers@womenbuildingfutures.com](mailto:careers@womenbuildingfutures.com)