Morbern

An ISO 9000 Company

Job Description
Human Resources Manager

Since 1956, Morbern has been creating breakthroughs in the performance fabric industry. In addition to working directly with customers, Morbern partners with universities and other organizations for research and development projects that advance manufacturing and product capabilities. Recent work includes projects with the National Research Council in Ottawa, Queen's University and University of Toronto.

The Human Resources Manager manages the day-to-day operations of the Human Resource office in regards to the policies, procedures and programs. The Human Resources Manager carries out responsibilities in the following functional areas: Human Resources Information System (HRIS), Employee Relations, Recruitment and Staffing, Training and Development, Benefits, Compensation, and Organizational Development.

Duties:

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, training and development, records management, succession planning, employee relations and retention, and compliance.
- Respond to all union grievances and arbitrary matters.
- Mediate and resolve employee relation disputes as necessary, conducts investigations and lead positive employee relations as required.
- Policy and procedure development and roll-out.
- Organizational departmental planning; performance and improvement systems.
- Complies with federal and provincial and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Employee onboarding, development, needs assessment, and training.
- Company employee and community communication.
- Compensation and benefits administration.
- Responsible to observe all of Morbern's occupational health and safety rules. This ensures your personal safety and the safety of others and also assists Morbern promote safety at work for all employees.

Education:

- Diploma or Degree in Human Resources or equivalent experience.
- CHRP an asset.

Qualifications:

Demonstrates the ability to effectively organize, direct and communicate with subordinates, peers and other Management personnel.

Experience:

- 5-7 years of experience in a leadership role
- 5 years of experience working in a manufacturing or related unionized environment
- Self-motivated and self-directed, with a high sense of urgency
- Excellent interpersonal skills, well organized