



Human Resources Manager
Full-time, Permanent
Woodstock, Ontario

Execulink is hiring a Human Resources Manager on a full-time, permanent basis. Primary responsibilities involve developing respectful and trusting relationships with all members of the leadership team. Reporting directly to the Vice President Customer Experience, the HR Manager acts as a crucial link between Execulink Telecom employees with all Human Resources and Health and Safety needs.

The successful candidate will be a forward thinker, comfortable with change, an innovator, collaborate well with others, and be adept at goal setting and adding value-added support.

Position Details:

- This is a salaried position based out of Woodstock but with the ability to work remotely.
- Travel to other locations to support health and safety initiatives and team members may be required from time to time.
- Regular hours are Monday to Friday from 8:30 A.M. to 5:00 P.M. Some evenings and weekends may also be required on occasion based on the needs of the business.

Key Responsibilities Include:

- Provide strategic direction and leadership to the company through managing, support and mentoring their Human Resources Team
- Develop and promote the corporate culture to enable employees to live Execulink's Vision, Mission, Values and UVP
- Manage, support and mentor the HR team
- Hire, train, retain
- Performance management and improvement systems
- Employment and compliance to regulatory matters
- Employee orientation, development and training
- Compensation and benefits
- Occupational and non-occupational claims management
- Health and safety
- Strategic HR planning to support attainment of company objectives
- Other duties as assigned

The Ideal Candidate Will Possess:

- Ten years of progressive Human Resources management at a managerial level, with demonstrated success in leading a successful HR department
- CHRL or CHRP designation preferred with post-secondary university education in Human Resources Management
- Solid communication skills and the ability to provide excellent HR customer service to the department leaders
- Knowledgeable in both Federal and Provincial employment legislation



- Demonstrated strategy development, critical and strategic thinking abilities with highly honed problem solving and analytical skills
- An excellent interpersonal skillset with relationship-building focus
- The ability to ask difficult questions with the resulting positive outcomes for the company as a whole

What We Offer

- Competitive compensation
- An extensive benefits program including retirement savings, medical and dental coverage, tuition reimbursement and a health and wellness program.
- A great place to work!

How to Apply

Submit your cover letter and resume in confidence to cheryl@peoplemanagementgroup.com

About Us

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Mission, Vision and Values, and are searching for individuals who are excited to contribute and do the same!

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.