

**Human Resources Generalist
Full-time, Permanent
Woodstock, ON (Hybrid)**

Are you looking for an HR opportunity in a stable and growing industry with a company that values its employees and awesome customers, active community participation, and lives each day by its Vision, Mission, and Values?

Execulink Telecom is seeking an attentive and thoughtful team player who will balance changing priorities and lead a wide variety of organizational initiatives. The Generalist will be part of a small but dynamic HR team who cannot wait to meet you!

Reporting to the Human Resources Manager, the Human Resources Generalist (HRG) performs a wide range of duties to assist in achieving the operational goals of the HR department. This includes providing excellent internal customer support, compiling and maintaining accurate employee records, disability and leave management, preparation of reports and documentation, tracking and maintaining training and professional development programs, assisting with the facilitation of the health and safety program, benefits administration, support with policy development and interpretation, performance management documentation, and other projects as assigned.

As a Successful HR Generalist, you will:

- Provide professional and knowledgeable support to others by responding daily to incoming inquiries
- Maintain operational business process documentation through developing and recording Standard Operating Procedures (SOP's)
- Accurately complete and maintain Employment Agreements, training records, Quarterly Performance Reviews, regulatory reporting, policies, and other documentation as required

Position Details:

- Woodstock, ON location
- This is a Hybrid work opportunity which requires some work onsite while also allowing you the flexibility to work from home
- Monday to Friday schedule with regular working hours between 8:30 A.M. and 5:00 P.M.
- Forty (40) hours per week
- Occasional overtime and travel required on an as-needed basis

You will Thrive in our Challenging and Rewarding Work Environment as you:

- Respond to functional Human Resources inquiries from Managers, Supervisors and employees; forwarding complex inquires to the HR Manager as appropriate
- Respond to employee inquiries regarding the Employee Handbook, benefits entitlements, and HR-related policies and processes
- Support full-cycle recruitment activities on an as-needed basis; partner with the Recruiting Specialist to perform interviews, screens, and recruit for entry-level, professional and technical job openings
- Support the development and implementation of new policies and procedures to affect organization effectiveness and efficiency
- Support with employee benefits program administration, in partnership with Payroll, including Short and Long Term Disability claims
- Work with Managers and Supervisors to coordinate employee return to work and modified work plans
- Assist the HR Manager in developing resolutions to employee concerns; participating in investigations as requested

- Conduct exit interviews as requested; track and provide the HR Manager and leadership with analysis and recommendations
- Facilitate and participate in meetings as requested by the HR Manager
- Monitor HR-related programs and documentation such as Quarterly Performance Reviews, attendance management program, Health & Safety program compliance
- Provide assistance with organizational research, succession planning and compliance initiatives
- Help maintain wage structure, position documentation and evaluation system
- Prepare standardized formal employee communications; creation of documents and templates
- Maintain accurate and complete employee records, including databases and all personnel filing; compile regular and ad hoc reports relating to employee data, such as hires, transfers/promotions, absenteeism rates, performance reviews/ratings
- Conduct audits of HR data and programs; provides recommendations for remedial action as required
- Assist with training program administration and development; track and schedule mandatory training sessions to ensure compliance
- Complete other duties and projects as assigned

Your HR Talents and Experience Include:

- Preference will be given to candidates with a college post-graduate certificate in Human Resources Management
- A minimum of three (3) years of related experience
- Knowledge of the Canada Labour Code is considered an asset
- Positive interactions with all levels of staff while maintaining an approachable disposition
- Excellent time and project management skills
- Solid attention to detail; quality orientation
- Strong problem identification and resolutions skills; focused on creating solutions
- Proven ability to complete reliable research and implement creative solutions within frameworks provided/required
- Ability to interpret and effectively communicate company policies and procedures
- Strong organization, active listening and multitasking skills
- Motivated, self-starter with proven initiative
- Demonstrated computer skills; proficiency in the Microsoft Office Suite
- Ability to maintain the confidentiality of the information and exercise good judgment and discretion in handling and disseminating information
- Valid Class G Driver's Licence and access to reliable transportation
- Proof of COVID-19 vaccinations as approved for use by Health Canada is required prior to first day of employment

When it Comes to Benefits, we Have you Covered!

- Competitive compensation
- Comprehensive benefits package including medical, dental, vision, retirement savings, health & wellness program, employee discount plan, tuition reimbursement program & interest-free computer loans!
- A rewarding, challenging, and fun place to work and all the benefits that go along with it

Are You Ready to Join the Execulink Family?

Submit your cover letter and resume via email to work@execulinktelecom.ca. Tell us why this is the role for you!

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