

Human Resources Specialist

Reports To

Chief Operating Officer

Job Summary

The Human Resources Specialist, under the direction of the Chief Operating Officer, will primarily be responsible to identify current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications. This position will oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with Firm policies. This role will also oversee the orientation/onboarding of new hires and the training of all employees. The Human Resources Specialist must have a college diploma or an advanced degree in business administration, management, or a field related to the industry and Certificate in Human Recourse Management.

Competencies

- Accountability
- Coaching
- Communication
- Conflict Management
- Cooperation
- Cultural Sensitivity
- Decision Making
- Health and Safety Leadership
- Leadership
- Managing Performance
- Negotiation
- Results Orientation

Job Description:

- Develops and establishes programs and processes that support the accomplishment of the office/firm's strategic goals which would include the preparation and analysis of reports and making recommendations of change where needed.
- Applies knowledge and experience in interpreting HR policies, procedures, benefits, and payroll, and provides counsel to firm members on the application of firm policies in accordance with employment legislation.

- Helps support Partners coaching and counseling' employees on performance management, including developing action plans, progressive disciplinary strategies, and terminations.
- Leads HR processes and projects, resulting in identifying best practices and operational process improvements.
- Proactively responds to employee relations issues by identifying problems and recommending solutions.
- Leads recruitment initiatives by implementing effective recruiting and hiring practices to attract and retain top talent and meet resourcing needs.
- Oversees the implementation of various HR programs (i.e., Performance Management Program, monthly reporting, various HRIS).
- Manages the full cycle of various employee programs such as new employee orientation, training, etc.
- Ensure process documentation for areas of responsibility is complete, accurate and maintained and current at all times.
- Produces the annual budgets and forecasts.
- Prepare ad-hoc reports for management as needed.
- Other duties as assigned.

New Services Development

It is with the expectation that a successful candidate will help develop and deliver HR Services to Wilkinson & Company LLP's internal clients. The services develop but not limited to HR compliance reviews, HR assistance in hiring/firing matters, policy manual development, updates and consulting and HR advice in the areas provided internally to the firm.

Qualifications:

- 6+ years of experience as a Sr. HR generalist or Accounting/HR Manager.
- College Diploma or University Degree in Accounting/Human Resources Management.
- Professional Human Resources designation an asset.
- Solid understanding, knowledge and application of Accounting/Human Resources Management policies, best practices, and employment legislation.
- Solid track record of building relationships, gaining deep industry knowledge and providing pro-active and responsive solutions to business needs.
- Possesses strong communication skills, presentation skills and proven ability to coach individuals.
- Experience working closely with internal clients on complex/sensitive issues and demonstrates discretion and ability to handle confidential and private information appropriately.
- Strong knowledge of Microsoft Office Suite; experience with HRIS an asset.

Job Posting

Wilkinson & Company LLP is looking to fill the position of Human Resources Specialist who, under the direction of the Chief Operating Officer, will primarily be responsible to identify current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications. This position will oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with Firm policies. This role will also oversee the orientation/onboarding of new hires and the training of all employees. The Human Resources Specialist must possess the following:

- College diploma or an advanced degree in business administration, management, or a field related to the industry
- Certificate in Human Resource Management
- certification(s) and/or license(s) appropriate to industry

Wilkinson & Company LLP offers competitive compensation and career advancement opportunities.

Qualified applicants should contact Mark Ford at:

mford@wilkinson.net

Wilkinson & Company LLP is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Wilkinson & Company LLP will make accommodations available to applicants with disabilities upon request during the recruitment process.

Wilkinson & Company LLP is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, Wilkinson & Company LLP will provide reasonable accommodation for any applicant, as requested during the hiring process.

Wilkinson & Company LLP seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). Wilkinson & Company LLP will achieve this by ensuring that its hiring process is fair and equitable for all persons.

Wilkinson & Company LLP strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Wilkinson & Company LLP will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.