

## **PhiBer Manufacturing**

### **JOB DESCRIPTION**

September 26, 2023

**POSITION TITLE:** Human Resources Manager

#### **SUMMARY OF THIS POSITION**

Under the supervision of the President, The Human Resources Manager will lead and direct the routine functions of the Human Resources (HR) department including assisting supervisors with the interviewing and approval of new candidates, overseeing payroll, benefits and leave, assisting company leadership to help enforce company guidelines and practices as well as training and leadership development. The incumbent will work individually as well as with the Payroll Administrator, HR Assistant and the Financial Administrator to perform duties that support all employees, both personally and professionally.

#### **LOCATION:**

This job will be carried out on site at 108 New Hope Drive, Building A.

#### **OUTLINE OF DUTIES**

Recruitment:

- Create job postings
  - Write job descriptions
  - Post jobs to websites and local papers
  - Look for new sources of recruitment
- Interview possible job candidates
  - Recommend for hire
- Onboarding and employee training
  - Provide and manage necessary paperwork and documentation
  - Provide information on general (HR) guideline
  - Coordinate initial safety training
    - WHPIS
    - Forklift training if required
- Works with supervisors to increase employees' performance
  - Terminations, if necessary

#### Administration:

- Perform employee relations for the position such as:
  - Work with the management teams, supervisors and line leads to ensure that they are properly trained and equipped to pass on to their teams the support needed to be successful in their roles
  - Work with the management team in creating and upholding company guidelines and procedures
    - Engage in performance management
    - Monitor culture and makes recommendations to improve
  - Assist in the creation of Standard Operating Procedures
    - Update required forms as needed
  - Prepare and update Safety Documents
    - Work closely with the Health and Safety committee to uphold company safety policies and safe work procedures
      - Safe Work Procedures
      - SDS Sheets
      - PPE – policy and enforcement
      - WCB Claims

#### Training and Development:

- Create a plan for ongoing employee training and development
  - Execute employee training seminars and community growth events
- Assist the Health and Safety committee with required safety training
- Work with CME and their Leadership Development Program
  - Apply for training grants where applicable
- Procure various trainings on leadership, as well as other applicable topics
- Plan and execute bi-yearly community service projects
- Research, propose, create and implement new HR programs

#### Compensation and Benefits:

- Administer Insurance and Retirement Benefits
  - Enroll new employees
  - Maintain relationships with current insurance and retirement plan providers
  - Troubleshoot benefit issues as they arise
- Assist the Payroll Administrator with any wage discrepancies and changes
  - Update payroll and wage changes
  - Create or acquire a compensation structure

Immigration:

- Create new systems for out of country recruitment
  - Work with Canadian and Manitoban governments to assist in the sponsorship and employment of immigrants and newcomers to Canada

Perform other duties as assigned.

It will be the incumbent's duty to carry out the tasks in the most efficient and productive way possible.

## **SKILLS AND KNOWLEDGE**

### **Basic Knowledge**

2-3 years of prior HR generalist experience or education in HR preferred.

This position requires the incumbent to have extensive knowledge of, and experience with, the Microsoft Office package. Experience working with computer-based applications such as EPICOR is an asset. The ability to communicate well both orally and in writing is required.

### **Comprehension and Judgment**

PhiBer places the utmost value on its employees. This work requires the ability to solve problems and to make independent and informed decisions on a daily basis. The successful candidate will possess the ability to support, assist and successfully handle conflicts amongst employees when necessary. This position will require a high degree of discretion and confidentiality will be taken very seriously. Signing a Non-Disclosure Agreement will be required for this position.

## **CONTACTS**

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

## **PHYSICAL**

Work requires routine interaction with staff in sales, production, assembly and administration. It also involves sitting at a desk.

## **TRAVEL**

N/A

## **RENUMERATION**

This position would be an hourly position.

- Base wage: Dependent upon prior experience
- Hours: Full-Time
  - Monday-Friday
  - 8:30 AM-5:00 PM

## **BENEFITS**

This position would include 2 weeks of vacation per year. Health, Dental and Retirement benefits available.

## **EQUIPMENT**

A laptop will be provided.