



Garibaldi Glass Industries Inc.

7344 Winston St.
Burnaby BC, Canada
V5A 2G9

The Company

Garibaldi Glass is a privately held, well established Burnaby based glass fabrication facility currently employing 187 staff and growing rapidly. Our product is well known for quality and our focus is on end-to-end customer service. We pride ourselves on innovation, integrity and continuous improvement. We are seeking an individual to assist us in our growth to become an employer of choice.

The Role

Human Resources Leader

Reporting to the CEO/President, the **Human Resources Leader** is responsible for providing strategic direction and administrative support to advance the company's human capital. The Human Resources Leader will act as a business partner to management and a resource to all employees, providing various services and information in the areas of talent acquisition and development, performance management, human resources planning, employee relations as well as compensation and related services.

Key Areas of Contribution:

Strategic Planning

- collaborates with management in the overall strategic planning of the business
- Assists in the identification of future staffing requirements

Performance Management

Works with supervisors and employees to ensure an effective and timely performance management process, ensuring alignment of business goals to performance measurement

- Providing performance appraisal process tools
- Facilitating managers and leaders training on the performance appraisal process
- Supporting both supervisors and employees in the appraisal process by providing guidance and information on the performance appraisal process

Talent Acquisition and Development

Assists in providing the necessary support and activities to attract, recruit and develop employees -

- Responsible for development and revision of job descriptions
- Identifies effective talent sources for various positions
- Responsible for the full cycle recruitment and selection at the management/supervisor level
- Represents/facilitates new hire orientation sessions Leads in the development of the company succession plan
- Provides training needs analysis expertise and supports company training efforts
- Facilitates internal training or acts as a primary contact for external contractual training

Employee/ Labour Relations

Maintains the corporate culture of fairness, consistency, compassion & open communication –

- Implements yearly or semi annual organizational surveys
- Establishes corporate policies and procedures that promote the corporate culture
- Develops and oversees various employee relations initiatives and social activities to promote a fun, team environment
- Acts as an intermediary between employees/supervisors
- Assists with investigations if required (harassment or other issues)
- Coaches and counsels management on legal, performance management and other related issues

Compensation, Rewards and Recognition

- Develops, implements and promotes various employee recognition programs
- Responsible for payroll, benefit and other employee services
 - Provides data entry for payroll services, processing payroll on a biweekly basis
 - Issues Records of Employment
 - Develops and communicates employee benefit programs and oversees negotiation of benefit contracts

Health and Safety

Promotes the Health and Safety program by-

- Completes WorkSafeBC forms

Administrative support

- Responds to internal and external requests for information (ICBC, lawyers, creditors) according to PIPA legislation
- Ensures effective use of the Human Resources allocated budgets including the organization training budget

Knowledge, Skills, Abilities and Other Attributes:

- Completion of a university degree in Human Resources Management program and three years experience
- OR,
- A college level diploma in Human Resources Management with a minimum of 5 years in a senior/similar role
- Demonstrated ability/experience to successfully develop strategic goals and execute them
- Strong facilitation skills
- Professional CHRP or CHRP Candidate designation preferred
- Knowledgeable on employment laws, legislation and regulations (Employment Standards, Human Rights, etc.)
- Intermediate MS Office computer skills (Word, Excel, Database)
- Ability to establish and build effective and trusting working relationships
- Able to plan and organize a heavy and diverse workload
- Solid judgment; particularly when dealing with confidential and sensitive information
- Demonstrated ability to meet commitments
- Strong Analytical skills with attention to detail

To Apply

- Regular Mail: 7344 Winston Street, Burnaby, British Columbia, Canada, V5A 2G9.
- Email: resumes@garibaldiglass.com. Please specify position of interest in the subject line.
- Fax: (604) 421-7678.