



CAREER OPPORTUNITY HUMAN RESOURCES MANAGER

TITLE: Human Resources Manager
DEPARTMENT: Human Resources
REPORTS TO: Vice President, Operations

Hard-Line is a global leader in mine automation, network backbone connectivity and mine production optimization. Our vision is to provide enabling technology that will integrate and connect all aspects of safe mine operation.

Hard-Line is an equal opportunity employer that offers an excellent benefit package, RRSP match program and a strong focus on continuous training and development.

We are seeking a **Human Resources Manager** to join our team!

JOB SUMMARY

The Human Resources Manager is primarily responsible for planning, organizing, directing, controlling and evaluating the Human Resources Department. The Human Resources Manager will be responsible for overseeing personnel management, including wage increases, promotions and disciplinary actions in compliance with company policies. This position also oversees the safety function of the company.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Plan, organize, direct, control, and evaluate the human resources department
- Oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with company policies
- Determine staffing requirements in conjunction with departmental manager and oversee the recruitment process
- Develop performance goals, metrics, and targets with departmental manager that are consistent with company goals
- Administer progressive disciplinary action in accordance with established procedures
- Plan human resources requirements in conjunction with other departmental managers
- Assist with employee performance evaluations and provide employees with performance feedback
- Determine areas of improvement for employees as needed
- Develop and implement company policies
- Develop training program that are based on regulatory requirements and best practices
- Conduct workplace investigations and resolve any conflicts that arise among staff
- Ensure employees adhere to all health and safety regulations, including company policies
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Develop employee training in conjunction with departmental manager
- Provide leadership and coaching to managers and employees on workplace matters such as performance management, difficult conversations, employee relations, and employee development
- Administer health and safety programs
- Comply with laws, regulations and best practices of human resources industry
- Perform other duties as assigned

QUALIFICATIONS

- Degree or diploma in business administration, human resources management, or a related field
- 5-7 years of progressive experience in a Human Resources Generalist or Consultant role
- 1-2 years of supervisory or management experience
- CHRP is required, CHRL will be considered an asset

CORE COMPETENCIES

- Effective written and verbal communication skills
- Demonstrated ability to meet strategic objectives for HR and the organization
- Demonstrated ability to manage HR core processes such as talent management, succession planning, and employee relations
- Able to make sound business decisions and evidence-based recommendations to senior management

- Computer literacy including working with Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated basic knowledge of labour laws and regulations

Interested candidates are encouraged to submit a resume to info@hard-line.com

Hard-Line welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in HARD-LINE although due to the volume of applications only those applicants selected for an interview will be contacted.