

Do you have an extreme, obsessive, unwavering focus on customer experience? Do you thrive in a dynamic work atmosphere that strives for excellence on a daily basis? Are you motivated by innovative and forward-thinking ideas?

Then you've got what it takes to succeed at CWD.

Human Resources Administrator

If you are looking to advance your career in Human Resources, this is the opportunity for you! In this role you will be exposed to all aspects of human resources and gain experience in recruitment and selection, performance management, payroll, employee relations, and health and safety at a fast growth company.

Key Result Areas

Recruitment

- Lead the overall recruitment process
- Assist in the creation and execution of strategic initiatives for the short, medium, and long term
- Proactively recruit candidates by contacting them via social media such as LinkedIn and other creative means
- Successfully post all vacant positions on appropriate job boards
- Create inspiring career ads by working with hiring managers to ensure expectations are clearly outlined and candidates are assessed against appropriate criteria in addition to offering support and guidance throughout the full recruitment cycle
- Review applicant resumes, conduct phone interviews and face to face interviews, shortlist candidates and present most aligned candidates to hiring managers
- Coordinate interviews times
- Track and report key metrics using HRIS system and Excel
- Participate in job fairs and other networking events
- Conduct candidate reference checks, create and administer testing and assessments
- Create and deliver offers of employment
- Conduct new hire orientations
- Create and maintain partnerships with local educational institutions

Health and Safety

- Schedule and participate in all monthly walk thru's at each location including the inspection of Fire Extinguishers and First Aid Stations and ensure any follow up items from the meeting are actioned
- Support the Joint Health and Safety lead with Occupational Health and Safety management requirements

Benefit Administration

- Oversee the administration of the company benefit plan by processing all enrollments, revisions, and terminations
- Complete the monthly reconciliation of the benefit bill
- Assist with team member issues/inquires relating to benefits

Training and Development

- Oversee that administration of training and development opportunities
- Evaluate the effectiveness of training via surveys
- Maintain training resources, materials and calendars invites

Performance Management

- Oversee the administration of the annual performance review process for all team members
- Ensure performance evaluation methods are adhered to by all supervisors and managers
- Create disciplinary letters or Performance Improvement Plans with guidance from supervisors and managers for all infractions

Other

- Updating the company's intranet (SAP SuccessFactors)
- Create and maintain human resources forms, incentive programs, policies and procedures
- Maintain team member files
- Assist with the implementation of an Applicant Tracking System
- Organize and compile slides for monthly manager's meeting
- Complete necessary paperwork for subsidy programs
- Scan documents for distribution
- Create department purchase orders
- Answer the door
- Support a multi-site organization
- Effectively complete other duties as assigned

The successful candidate requires:

Education and Experience

- University degree or college diploma in Human Resources Management or related discipline preferred
- Minimum 1-3 years administrative experience in Human Resources Department
- Working towards CHRP designation
- 1 year of experience in a recruitment role would be an asset
- Previous experience on a Joint Health and Safety Committee or Joint Health and Safety Committee Training Part 1 and 2 would be assets

Technical Skills

- Promotes a positive, inclusive work environment, responding to general inquiries and resolving issues in a timely manner and in accordance with legislation and company policies and procedures
- Working knowledge of and the ability to interpret the Employment Standards Act and other applicable legislations
- Demonstrated ability to effectively leverage the LinkedIn Recruiter tool
- Ability to use social media tools (LinkedIn, Facebook, Instagram) to build the employer brand
- Experience using HRIS and/or ATS (SAP SuccessFactors and Enterprise would be assets)
- Proficiency with Microsoft Office Suite programs, Outlook and the Internet required

Cognitive Skills

- Problem Solving skills and “Out of the Box” thinking
- Exceptional organizational skills and meticulous attention to detail
- Strategic mindset and ability to proactively solve problems
- A professional attitude with a strong attention to detail
- Strong communication, organizational and interpersonal skills
- Ability to work in a fast paced and constantly changing environment

Emotional Intelligence

- Self-awareness: strong desire to develop and improve yourself and knowing when to seek outside expertise and experience
- Self-regulation: Controlling or redirecting disruptive impulses and moods
- Motivation: remain self motivated while creating enthusiasm in others
- Empathy: understand and care about people’s current reality
- Social skills: understand people, develop trust, and help them

If the above interests you, then apply to join a fast paced, creative, and energetic team!
Candidates who reside within a 45 minute commute of our office will be given preference.

Please note: This is a 40 hour a week position based at our headquarters in Niagara Falls, ON. This position does not provide an option to work remotely.

Vision

We believe all people should be empowered.

Mission

We create the highest performing consumer electronics that are smart, simple, and stylish.

Core Values

Development: We value continuous learning that leads to positive change.

Efficiency: We are committed to new processes and techniques that improve results and create value.

Innovation: We embrace creativity, discovery, and a desire to Create What’s Different.

Accountability: We honour our commitments through ownership and display integrity when delivering results.

Excellence: We challenge ourselves to add value that goes beyond what is expected.

About Us

CWD designs, manufactures, markets and sells consumer electronics that enhance our lives.

As a pioneer in the markets of do-it-yourself video security, baby video monitors and wireless connectivity, we have successfully applied the principles of innovation and superior technology to a dynamic range of product categories. We are committed toward consistently exceeding consumer expectations and changing the way people think about:

- * Baby Safety Devices
- * Do-it-yourself Video Security
- * Wireless Connectivity Products
- * Home Theater Audio
- * Retro Music Systems
- * Clock Radios
- * Karaoke Systems

From conception to launch, over 100 talented professionals work to ensure all of our products undergo the same intensive, completely in-house development and design process, resulting in the uncompromising quality and industry-leading performance that consumers trust.

The letters 'CWD' are shorthand for the empowering philosophy that drives every aspect of what we do – Create What's Different.

CWD is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.