

CWD is a place for people that love to learn and grow. Our culture is challenging and collaborative. We give a deep sense of purpose to create amazing solutions that are truly different and empower our customers. Our goal is always to build strong, diverse teams of innovative people and give them the tools to succeed.

Join us and do more than you ever thought possible and learn from some of the best minds in the industry.

If you're ready for opportunity, introduce yourself.

**Title: Human Resources Manager**

**Location: Niagara Falls, ON**

If you are passionate about people, culture and finding the right talent, then this is an opportunity for you. This role provides the opportunity to hone your skills in driving and supporting the various stages of a team member's career journey.

**The successful candidate will be responsible for:**

**Recruitment (50%)**

- Lead, execute and participate in the full cycle recruitment process
- Source passive candidates through formal and informal network alliances, complex internet searches, database mining, including the use of the social media
- Develop innovative sourcing strategies to meet current and future talent needs
- Track and report key metrics
- Participate in job fairs and other networking events
- Conduct new hire orientations
- Develop relationships and liaise with recruitment agencies, educational institutions and other third parties

**Total Compensation (Payroll and Benefit Administration) (20%)**

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

**Training and Development (10%)**

- Oversee the coordination of training and development opportunities for team members
- Evaluate the effectiveness of training via surveys
- Maintain training resources, materials and calendars invites
- Sourcing training providers and delivering training sessions

**Performance Management (10%)**

- 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

- Conduct exit interviews and maintain data and checklists, bringing forward any trends to senior management

#### **Health and Safety (5%)**

- Schedule and participate in all monthly walk thru's 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
- Track and interpret provincial regulations and relevant standards to ensure policies and procedures are updated accordingly
- Facilitate any return to work programs for injured team members as required

#### **Other (5%)**

- Assisting and executing corporate event planning
- Vendor management
- Organizing and participating in the annual Town Hall
- Leading the Team Member Experience committee
- Identify and participate in HR process improvement initiatives
- Research and update policies as required and address employee inquiries on HR policies and procedures
- Maintain team member files
- Effectively complete other duties as assigned

### **The successful candidate requires:**

#### **Education and Experience**

- University degree or college diploma in Human Resources Management, Business, or equivalent
- A minimum of 8+ years of demonstrated Human Resources Manager experience, including full cycle recruitment
- CHRP is a must have additionally the candidate must be pursuing CHRL designation
- Previous experience on a Joint Health and Safety Committee or Joint Health and Safety Committee Training Part 1 and 2 would be an asset

#### **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 applicant tracking system, time and attendance system, and performance management
- Proficiency with Microsoft Office Suite programs, Outlook and the Internet required

#### **Cognitive Skills**

- Problem Solving skills and “Out of the Box” thinking

- Strategic mindset and ability to proactively solve problems
- 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.**

### **About Us**

We exist to empower people. To do that, we create innovative consumer electronics that are smart, simple and stylish. From baby safety devices to home theatre systems we push ourselves to deliver ground-breaking products that improve lives. Our success is measured in customer satisfaction above profits and because of that we have been in business for almost 60 years and our creations can be found in most major retailers. Together in teams, as a company, as a community, we are committed to Creating 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.