

CWD designs, markets & sells the highest performing consumer electronics that are smart, simple, and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and dedicated following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to  
Creating What's Different!

CWD is looking for **Human Resources Generalist** to join our exceptionally talented and collaborative team on a **1-year fixed-term contract!** Reporting to the Director of Customer & Team Member Experience at our Niagara Falls location, the successful candidate will be responsible for both strategic and administrative tasks and will help with important functions such as training and development, compensation and benefits, health and safety, and performance management. We understand that our business thrives when our team members thrive, and it begins with hiring the right HR Generalist!

If you are someone that likes a challenge and are continuously striving for excellence, then this is the perfect opportunity for you!

#### **What We Offer:**

- Team events
- 50% off on CWD brands

#### **Key Responsibilities:**

- Serve as the first point of contact for leaders and team members regarding HR related matters
- Assist in the communication, interpretation, and upkeep of the employee handbook, employee directory, and organizational chart, and contribute to policy development
- Participate in the development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements
- Assist with team member inquiries regarding pay and benefits
- Be the primary backup for payroll processing, including bi-weekly updates to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, hourly-employee validations, and benefits changes
- Oversee the coordination of training and development opportunities for team members
- Source training providers and deliver training sessions
- Oversee the administration of the annual performance review process for all team members
- Ensure performance evaluation methods are adhered to by all managers
- Monitor, support, and administer the progressive discipline program as required
- Create disciplinary letters or performance improvement plans with guidance from management for all infractions
- Facilitate the offboarding process for all team members such as conducting exit interviews and maintaining checklists

- Conduct investigations in response to a range of employee concerns, communicate regularly regarding pending investigations, and provide recommendations based on your findings
- Serve as an active member of the Joint Health and Safety Committee
- Schedule and participate in all monthly walkthroughs and ensure any follow-up items from meetings are actioned
- Track and interpret provincial regulations and relevant standards to ensure policies and procedures are updated accordingly
- Facilitate the return-to-work program for injured team members as required
- Assist the HR Coordinator with the full cycle recruitment process including participating in interviews, maintaining relationships with recruitment agencies, and new hire orientation as required
- Assist with current and future HR projects
- Maintain physical and digital team member files
- Undertake related duties as assigned to achieve objectives and company goals

#### **Qualifications:**

- College diploma or university degree in Human Resources Management, Business, or a related program
- Four (4) years of experience as a Human Resources Generalist
- CHRP or CHRL designation is considered an asset
- Previous experience on a Joint Health and Safety Committee or Joint Health and Safety Committee Training Part 1 and 2 is considered an asset
- Prior knowledge or experience processing payroll
- Experience working with an ATS, such as JazzHR is considered an asset
- Knowledge and experience conducting workplace investigations
- Proficient understanding of employment legislation
- Excellent communication and interpersonal skills, ethics, and cultural awareness
- Aptitude for problem-solving and thorough knowledge of HR procedures and policies
- Proficiency using Microsoft Office
- Ability to work in a fast-paced ever-changing environment

#### ***You Will Stand Out If:***

- You have experience using Ceridian to process payroll
- You have experience managing multiple large-scale HR projects

This is a full-time 1-year fixed term contract role working 40 hours a week on-site. Our hours of operation are 8:15am to 5:00pm Monday to Friday.

**If the above interests you, then apply to join our fast paced, creative, and energetic team!**