

CWD is a place for people that love to learn and grow. Our culture is challenging and collaborative. Our goal is always to build strong, diverse teams of innovative people and give them the tools to succeed. 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.

If you're ready for the opportunity to strive for excellence on a daily basis, introduce yourself

Human Resources Generalist

- Location: Niagara Falls, ON
- Working Hours: Monday – Friday, 8:15 am-5:00 pm on site
- Benefits: Full comprehensive (dental, medical and eye) 80/20 split-Family coverage
- Other perks: annual professional development fund, RRSP, fitness incentives, relocation expense, 50% off on CWD brands, team events & many more
- Company website: www.cwdlimited.com

About Us

CWD designs, markets & sells highest performance 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 cult-like 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.

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 5+ years of demonstrated Human Resources experience, including full cycle recruitment
- CHRP is a must, pursuing CHRL designation is an asset
- 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

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