

Job Posting

Title: Human Resources Manager

Company: CaraCo Corporate

Location: Kingston, ON

Status: Full Time

Do you have Corporate Human Resource experience? Do you have Family Business experience?

Can you consult and advise on complex Human Resource matters?

About the Company

The CaraCo Group of Companies was founded in 1959 and has grown into a diversified real estate leader.

At the CaraCo Group of Companies, we are proud to be locally owned with the highest reputation and a commitment to quality. Over the years, we have become known for our high-quality homes of all kinds and our award-winning customer service. CaraCo Development Corporation, CJM Property Management, CaraCo Property Management, and CaraCo Storage are the four current branches of the CaraCo Group of Companies, each with its own specialty. Our main branch is in Kingston, Ontario and our USA division are in Deerfield Beach, Florida.

CaraCo Group of Companies strives to maintain a workplace that fosters personal and professional growth for all its employees. We also aim to ensure that all staff members are treated fairly and with dignity.

Company Perks and Rewards

- Join a dynamic team in a growing family business
- Fast paced collaborative environment
- Work / life balance
- Competitive salary

About the Job

With your past corporate and family business experience you will act as a business partner to the executive team by coaching and guiding them on human resources matters ensuring employee satisfaction, collaboration, and successful training to meet the organization's goals and objectives. You are flexible and diplomatic and can build strong relationships within a diverse employee population.

- Manage full-spectrum employee relation matters and grievances through to resolution including disciplinary action and terminations.
- Maintain employee documentation and records.
- Train and support management with various human resources related functions.
- Spearhead the performance management process.

- Partner with legal counsel as required.
- Counsel on compensation matters.
- Actively lead and manage the occupational health and safety programs across all locations.
- Administer WSIB processes, including receiving accident reports, submitting WSIB forms, and liaising with managers, and third-party disability managers to support early and safe return to work prospects.
- Lead and manage the onboarding, and offboarding process for all employees.
- Lead and manage initiatives such as performance review, process support, salary and bonus administration and data expertise.
- Review and manage benefits programs and make recommendations, as necessary.
- Manage the day-to-day operations of HR requirements through effective critical thinking, communication, and building relationships.
- Partner closely with various departments and supervisors in structuring and developing their respective teams to maximize performance and employee engagement, improving employee retention.
- Coach managers on talent management and how to best motivate and challenge all members of their teams to ensure employee performance, engagement, and accountability.

What You Bring to the Job

You will come with the ability to consult, guide and coach management with various human resources related matters. You give attention to detail, are thorough and follow-up to completion.

- Post-secondary education (preferably a bachelor's degree, completion of college or equivalent experience in Human Resources or Business Administration field).
- 5+ years of generalist experience.
- Knowledge of provincial and federal employment laws.
- Ability to multi-task in a fast-paced environment
- Previous experience leading, coaching, and team building.
- Expertise in operational human resource management, including employee relations, recruitment, compensation and benefits, training, and development, and technology.
- Highly organized, able to multitask, and meet deadlines.
- Demonstrates strong interpersonal skills, trust, confidentiality, transparency, commitment, practicality, and respect.
- An effective team player with excellent oral and written communication, critical thinking, and customer service skills.
- CHRP designation preferred.
- Family business experience preferred.
- Health & safety experience.
- Construction recruiting experience is preferred but not mandatory.

**If you are interested in this opportunity, please forward your resume to employment@caraco.ca
CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.**

CaraCo is an equal opportunity employer.

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