



JOIN OUR TEAM!

Human Resources Generalist

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated HR professionals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

Reporting to the HR Manager, the HR Generalist is responsible for a diverse set of responsibilities in all areas of the HR function. The role's primary focus is to support our core HR programs, such as, talent acquisition, onboarding, learning and development, performance management, and team member engagement. The incumbent will assist and participate in communication, management and implementation of HR programs, policies, practices and processes. This position will provide timely guidance and exercise sound judgement, effective problem solving and decision-making, while ensuring compliance with policies, processes and legislation.

What you'll do:

- Provide HR support in the areas of talent acquisition, learning and development, performance management, employee engagement, benefits, onboarding and offboarding.
- Collaborate with stakeholders in the development and implementation of all aspects of performance management, including ensuring effective application of processes, program administration, and logistics to ensure a consistent and value-add process that enables a high performing culture.
- Collaborate with leadership teams to define performance requirements, conduct ongoing needs analysis to identify learning and development for opportunities for growth, and assist in the creation of individual learning plans.
- Support and advance Inclusion and Diversity strategies to enhance our inclusive culture.
- Monitor the deployment, communication, and change management of Talent Management initiatives to ensure delivery of an exceptional team member experience and value proposition.
- Seek out best practices and innovative solutions that ensure continuous improvement; as well as stay versed in current trends and technologies.
- Collaborate with teams to support the implementation of Human Resource programs, policies and initiatives that drive a positive employee experience.
- Contributes to the reporting and tracking of HR metrics and HR indicators. Reviews and analyzes data to identify trends and recommend innovative solutions. Creates tools to facilitate and optimize HR efficiency to heighten team member experience and engagement.
- Participate in other HR duties and project work as required.

What you'll bring to the team:

- Post-secondary degree/ certificate in Business Administration/Commerce complemented with a minimum of 5 years of progressive human resources experience, inclusive of talent management, in a generalist level HR role, or an equivalent combination of education and experience.
- CPHR designation (or working towards) is considered an asset.
- Experience using the Dayforce HRIS would be considered an asset.
- Well developed organizational and time management skills, adaptable to unforeseen changes in schedule and interruptions, ability to establish priorities, and meet deadlines within tight timelines and in a busy and high-volume environment.
- A high level of professionalism, integrity, and credibility.
- Influential and effective communication skills, both verbal and written.
- Demonstrated sound judgment and decision making.
- Proven ability to work effectively and professionally in a dynamic environment while managing multiple demands and priorities.
- Strong relationship building skills with a customer experience focus.

Deadline for applications: noon on Monday, May 17, 2021.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

**Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!**