



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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Human Resources Manager

Job ID	2A-26-0E-78-C7-84	
Web Address	https://careers.indigenous.link/viewjob?jobname=2A-26-0E-78-C7-84	
Company	More Tea Inc.	
Location	Richmond Hill, Ontario	
Date Posted	From: 2018-12-11	To: 2019-06-09
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$73,320.00 To \$97,760.00 /year	
Languages	English	

Description

About More Tea Inc.

More Tea Inc. is a business management consulting company that provides services to companies with a full toolset they need to manage and grow their operations. Also it is a warehouse of Asian food products from around the world (Bubble Tea, Bakery Products, Frozen Foods, etc.). The company has been interacting with restaurants, teashop, bakery stores, etc. within these years by providing its products and business management services. Green Grotto has been one of our precious customer since it began business.

We are currently looking for a Senior Human Resources Manager to support our business operation.

Job Duties for Senior Human Resources Manager

1. Ensures that Human Resources services are provided efficiently with other departments. This includes but not limited to: Serves as an employee counselor for any or all areas of performance management, employee relations, performance improvement planning and monitoring, terminations, employee awards, payroll, attendance and other related services
2. Partner with management to ensure that annual performance evaluations are completed in a timely manner and are used to increase employee morale, productivity and development with specific and measurable goals identified and a clear plan outlined and communicated to all
3. Supports the annual compensation process including merit increases, and performance bonuses
4. Understands and applies employment & labor law, policies, practices, and compliance.
5. Conducts evaluations of new or revised Human Resources related policies, procedures and regulations
6. Collect and review individual development plans and advise employees/supervisors accordingly
7. Counsel on recruitment and hiring; participate on external recruitment if needed
8. Ensures all department communication is streamlined, consistent and aligned to organizational goals
9. Make contribution to enterprise culture building and employee engagement
10. Manage highly sensitive and confidential information on a daily basis
11. Work as a team player in a web-based and traditional work environment
12. Ensure compliance with safety, health, insurance obligations and by-law requirements

Experience

5+ Years work experience with human resources

Education Requirements

A Bachelor's degree in Human Resources Management or Business Management is minimum requirement

Essential Skills

1. Excellent networking and negotiation skills
2. Strong skills with Microsoft Office
3. Strong English speaking and writing skills

How to Apply

If you are interested in this opportunity and have the requirement we are seeking, please do not hesitate to apply for this job by sending your resume to hiring.moretea@gmail.com. Please do understand only qualified candidates will be contacted for interviews.