

**JOB POSTING DETAILS**

<b>Employer</b>	1138969 Ontario Inc. (Springer Aerospace) (Springer Aerospace)	<b>Job Type</b>	RI
<b>Job Title</b>	Human Resources Manager	<b>Duration</b>	Full Time
<b>ES Job ID</b>	12572	<b>Location</b>	Echo Bay
<b>Date Posted</b>	April 28, 2022	<b>Closing Date</b>	May 22, 2022

**Job Overview - Description & Duties**

The Human Resources Manager oversees all activities associated with the Company's personnel.

The Human Resources Manager main duties and responsibilities are broken down as follows:

- Manage the recruitment / hiring process;
- Prepare and process job postings on various medias;
- Manage resume /curriculum vitae bank;
- Coordinate and perform interviews;
- Perform background checks on potential new employees;
- Prepare and process Job Offers;
- Coordinate new employee arrivals and integrations:
- Coordinate the hiring of contractors;
- Negotiate agreements with contractors and agencies;
- Manage RNIP, LMIA, & IRCC programs for emigration;
- Sponsor and attend trade schools for recruiting;
- Process disability claims;
- Manage progressive disciplinary process;
- Coordinate employee departures;
- Manage employee evaluations (probation & annuals);
- Manage salary increase process;
- Maintain Employee Manual;
- Manage and coordinate government funding
- Manage Health & Safety committee and ensure compliance to required regulations;
- Comanage Employee Social Committee;
- Coordinate management training programs;
- Provide guidance and coaching to managers and supervisors on basic human resource management principles;
- Capturing development opportunities for employees;
- Manage the company's social media presence.

**Required Skills**

Education and Experience

- Diploma in Human Resources
- 3 years experience in the field
- Knowledge and experience with federal regulations an asset
- Aircraft maintenance industry experience an asset

**Other Requirements**

NA

---

**How to Apply**

Please send your cover letter and resume to [HR@springeraerospace.com](mailto:HR@springeraerospace.com), subject line should include your name and the position you are applying for. Only those selected for an interview will be contacted.

Springer Aerospace is an equal opportunity employer. If you should require accommodations please contact human resources at [HR@springeraerospace.com](mailto:HR@springeraerospace.com) or call 705-248-2158