

JOB POSTING DETAILS

Job Title	Human Resources Manager	Job Type	NA
ES Job ID	3355	Duration	NA
Date Posted	May 4, 2022	Location	Bruce Mines
		Closing Date	June 15, 2022

Job Overview - Description & Duties**Human Resources Manager**

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

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

- Manage the recruitment/hiring process;
- Prepare and process job postings on various media;
- 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 with 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 sQcia! media presence.

Required Skills

- Diploma in Human Resources
- 3years of 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, 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 or call 705-248-2158