



JOB TITLE: Human Resources Specialist
DEPARTMENT: Human Resources, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Vice President, Human Resources
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

GCG is a diversified financial services company that serves the needs of a wide range of clients. As we continue to create and maintain value while growing the various segments of the company, GCG has an immediate need for an intermediate level Human Resources Specialist. The successful candidate will work closely with the Vice President, Human Resources to provide support for key areas of Human Resources, including but not limited to: recruitment and selection, performance management, employee relations, policy development and benefits administration.

ESSENTIAL FUNCTIONS:

- Managing the recruiting and selection, on-boarding and promotion processes, including but not limited to developing job descriptions, internal and external job postings, interviewing, conducting reference checks, drafting employment agreements and contracts, and facilitating background checks;
- Processing group benefit plan enrollments and changes;
- Providing guidance, counseling and direction to associates and management on human resources guidelines, policies, programs, corporate benefits and legislative compliance requirements;
- Assisting in the ongoing review and maintenance of the human resources guidelines and other corporate policies to ensure accuracy, upholding of best practices and adherence to compliance;
- Taking responsibility for the activities and reporting related to local compliance requirements, including, but not limited to, Accessibility for Ontarians with Disabilities Act (“AODA”) and Health and Safety;
- Assisting in development and implementation of organizational development strategies including organizational culture, team building, organizational change, associate motivation and performance, associate training and development, conflict management, workplace investigations, diversity management, work environment and wellness initiatives;
- Assisting in the off-boarding process, including conducting exit interviews;
- Assisting the Payroll Specialist with the preparation and distribution of the pension plan statements;
- Assisting in the maintenance of accurate associate files and records; and
- Carrying out other Human Resources projects and functions as assigned.

QUALIFICATIONS:

- Post-secondary education in Human Resources
- Minimum of 5-7 years working experience as a Human Resources generalist
- Ability to establish credibility and influence as a Human Resources resource
- Excellent communication, interpersonal and organizational skills in order to juggle multiple priorities effectively, among multiple business units
- Detail oriented with a penchant for accuracy
- Ability to handle sensitive and confidential information in a professional manner
- Strong consultative, negotiation, conflict resolution and problem solving skills
- Professional and customer centric attitude
- Experience with, and knowledge of, the *Employment Standards Act, 2000*, the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA)
- Strong knowledge of Microsoft Outlook, Word, Excel and PowerPoint

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process,

please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.