

## HUMAN RESOURCES MANAGER

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*Founded in 1996, Select Tool is a leading manufacturer of high quality and innovative solutions to valued customers worldwide. We are a full-service provider of Automation, Special Machines, Turn-Key Productivity Systems, Specialty Tooling, and Checking Fixtures.*

*We control our value chain from concept to completion, thus offering many professional development and personal growth opportunities to our team members, as well as greater value and capabilities for our customers.*

*We value our team members, which is why we offer excellent wages, comprehensive benefits & RRSP program along with a great work environment, clean and modern facilities, and a driving desire to continue to be the best at what we do.*

### **Job Description:**

The Human Resources Manager maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

**Reporting to:** Ownership

### **Primary Duties and Responsibilities:**

- Identify and hire new employees aligned with the specific needs of each department.
- Promote Select Tool's visibility and attract new talent through a strong online presence, social media engagement, and participation in job and career fairs.
- Maintain and revise company compensation program.
- Conduct initial screening interviews.
- Create and revise job descriptions.
- Administer annual performance and salary reviews.
- Develop and maintain personnel policies and procedures.
- Ensure compliance with Ontario Labour Laws and policies.
- Provide guidance and consultation to Supervisors and Management.
- Promote employee training, education, and career development.
- Maintain all policies and procedures documentation.
- Conduct new employee orientation and employee relations counseling.
- Advise and assist with employee discipline and conflict resolution.
- Responsible for WSIB claims & all JHSC requirements.
- Health and Safety training for employees.
- Comply with all safety rules and regulations.
- Other duties as required by Select Tool Management.

**Skills & Experience:**

- Relevant human resources supervisory experience in a manufacturing environment.
- Strong knowledge of Technical and Trades disciplines.
- Excellent decision-making, strategic thinking, leadership, and interpersonal skills.
- Documentation and implementation skills.
- Ability to establish and maintain effective working relationships and communications with employees, peers, and management.
- Experience in mid-size (250+ employee) companies.
- Must have a demonstrated ability to take initiative, be proactive, and act with minimal oversight/direct supervision.

**Requirements:**

- Computer skills – Microsoft Office tools proficient.
- Excellent writing and verbal communication skills.
- Follow all Health and Safety procedures.

**Education:**

- Business Administration or Human Resources Diploma/Degree at an accredited college or university or equivalent experience in an industrial manufacturing environment.

**Accessibility:**

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact [hr@selecttool.com](mailto:hr@selecttool.com) if you require an accommodation during the recruitment process.