



Job Title: Senior Human Resources Generalist

Department: Corporate

Location: Calgary

ComplyWorks Ltd. (ComplyWorks) is a compliance management solution company with offices in Calgary, Toronto, and South Africa. As a global leader in compliance management, ComplyWorks actively works to bring innovative solutions to the marketplace, while retaining its focus on its clients. Since inception in 2004, ComplyWorks has continued to expand its offerings to cover the entire compliance lifecycle, from contractor management, through to workforce and worksite management.

The ComplyWorks team is made up of incredibly smart, talented and accomplished people from around the world. With an amazing culture, an appreciation for outstanding customer experience, a great work life balance and for lifetime learning; we are changing the world of compliance management. At Complyworks, we build trusted relationships with all stakeholders and have earned a reputation for our innovation, integrity, leadership, safety and uncompromising ethics.

Position Overview

Reporting to President & CEO; Senior Human Resources Generalist provides proactive consultation and HR services focused on policies, procedures and programs, training and employee relations to aid in ComplyWorks' strategic direction and overall management.

Primary Responsibilities

- Conduct gap analysis on current policies, procedures and human resources programs.
- Recommends new approaches, policies, processes and procedures to affect continual improvement of Human Resources.
- Assesses organizational needs, develops training programs, and provides facilitation and training to the workforce in order to meet those needs.
- Regularly evaluate human resources programs and lead change in culture, structure and processes.
- Advise stakeholders on human resources issues and work with the senior executive team and management to implement strategies to improve organizational effectiveness.
- Ensure policies, procedures and human resources programs are consistently administered, aligned with organizational goals and are in compliance with professional standards, provincial and federal regulatory requirements and laws.
- Support management and provide tools and training to build and maintain high performing, aligned teams.
- Assist managers with employee relation issues by providing directional support and addressing employee issues, concerns or inquiries.
- Participates in the conduct of investigations when manager or employee complaints or concerns are brought forth.
- Prepare and provide relevant, engaging communication to the organization related to HR matters and updates as required.
- Maintain accurate employment and department records electronically and on paper, employee files and adequate documentation.

- Maintains knowledge of legal requirements such as provincial employment standards, common law and government reporting regulations.
- Works closely with and supports other HR staff, Directors, and Executives.
- Perform interviews, screens, and recruit as required.
- Assist with HR projects as required.

Required Skills

- 3 to 5 years of experience in an HR generalist capacity within a corporate environment
- Bachelor's degree in human resources management, business administration, or a related field or demonstrated equivalent
- Sound human resources knowledge base
- Maintains a high degree of professionalism and confidentiality at all times
- Ability to multi-task, and change priorities constantly as needed in a fast-paced environment
- Ability to develop and maintain positive relationships with all levels of the organization
- Driven, confident professional with excellent communication skills
Demonstrated ability to quickly build relationships and effectively collaborate with colleagues and all employees in our organization
- Able to work efficiently as a part of a team as well as independently
- Demonstrates strong problem solving and judgment capabilities
- Takes pride in producing accurate work
- Detail orientated with strong organizational and time-management skills
- Participate in strategic thought process, develop key ideas and innovation
- High level of confidence with computers
- Must be very comfortable with Microsoft suite of products (Outlook, Word, Excel, PowerPoint)
- Proven ability to deal appropriately with confidential information and sensitive issues
- Strong knowledge of provincial and federal labor and employment laws
- Ability to influence people and negotiate win/win solutions
- Fluent in written and spoken English
- CPHR designation is an asset

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Applying

Please email a cover letter and resume to careers@complyworks.com with "Senior Human Resources Generalist" in the subject line. Position is open until it is filled.