



POSITION: HR & OPERATIONS MANAGER

Reports to

Vice President, Business Operations

Location

Head Office, 85 Renfrew Drive, Markham, Ontario

Type of Position

Full-time Permanent

Who We Are?

At Green City, we live and breathe sustainable luxury. It starts right at the design stage with innovative ideas, natural materials and energy saving technologies. Through environmental sustainability and equitable development strategies, Green City is focused on the future. We offer homeowners greener communities and more efficiency in home design.

Position Overview

In the role of the HR & Operations Manager, you will be responsible for ensuring day-to-day operations are run smoothly while focusing on modernizing, maintaining and innovating the people operations processes, ensuring the candidate and employee experience is outstanding.

Key Functions & Duties

Human Resources

- Advocating for and implementing best in class HR programs, policy, practices, and compliance.
- Playing a strategic role in the recruitment process and building our employer brand.
- Acting as the first point of contact for employees and management on matters pertaining to employee relations
- Providing guidance, coaching, and training on all aspects of talent management including career management and succession planning.
- Automating transactional processes in order to provide high-touch HR service.
- Performing annual compensation review and responsible for calibration of salary/ bonus review process.
- Delivering and facilitating training programs.
- Preparing risk analysis and recommendations for terminations
- Act as an advocate for the safety and demonstrate principles, practices and processes that optimize a safe environment for all.
- Participating in HR strategic planning process.
- Research trends and best practices to support the development and implementation of new programs and initiatives.

Operations

- Create corporate events proposals inclusive of itinerary details, line-item budget, and vendor payable information
- Verify, maintain, and control head office's inventories on a monthly basis, provide reports on the costs incurred and future projections
- Verify all contracts, purchase orders, and invoices associated with the head office location, and provide internal report to help the Finance Team to validate and clear the payable items
- Work in conjunction with the Finance Department to assess opportunities to optimize the operations cost
- Liaise between the departments in corporate-wide communications, including corporate announcements, policy enforcement, and group meeting arrangements
- Centralize and control all office subscriptions and generate usage report for each account
- Review existing corporate policies on an annual basis to ensure they are updated and relevant
- Assess and create additional operation's corporate policies as required to strengthen the organization's operation efficiency
- Assess the company's training needs on a monthly basis and plan to arrange training staff training sessions in conjunction with the Human Resources Department
- Regularly check and maintain company hardware and software and provide troubleshoot for any irregularities
- Aid Land Development, Construction and Sales and Marketing Department in creating the project schedules via Microsoft Project
- Standardize the usage of company software by creating user manuals for the employees
- Standardize the user manual for any interior and exterior hardware for the main office location
- Manage external contacts as required by the management team
- Work in conjunction with the management team in activities that can boost employee morale
- Assist Human Resources Department in solidifying Health and Safety Policies
- Assist Human Resources Department in conducting employee performance reviews
- Source contractors for building maintenance
- Manage key box and keys for the company
- Manage rentals and purchases for the office
- Provide and communicate constructive and encouraging feedback to both employees and supervisors
- Aid works on site as needed
- Provide guidance to the company's cleaner and ensure tidiness of the workplace
- Participate and represent the company in external events and tradeshow as required

Skills & Qualifications

- Minimum 10 years' experience in human resources and operations.
- University degree or college diploma in Human Resources, Labour Relations, Commerce, Business Management or a relevant field required.
- Professional certification in CHRP/CHRL preferred.
- HR experience in the development industry (residential or commercial would be an asset).

- High level of discretion and confidentiality.
- Detailed oriented, multi-task oriented, professional, and self-motivated.
- Strong organizational and time management skills to multi-task and meet or exceed all deadlines.
- Proactive problem recognition and solution.
- Experience in MS Office systems and Excel.

Green City Communities Inc. is an equal opportunity employer committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. Should you require accommodation or support in any aspect of our recruitment and selection process, we will work with you to meet your needs.