



## **JOB DESCRIPTION**

### **Associate, Human Resources**

DRI Capital Inc. (DRI) is looking for a highly-motivated and hands-on HR professional to join our team as an Associate, Human Resources. Reporting to the Chief Financial Officer (CFO), this position will be responsible for managing and administering DRI's HR programs. This includes all aspects of recruiting; performance management; compensation and benefits programs; HR operations; and HR policies and procedures. The Associate will be a key resource supporting the DRI's teams. Responsibilities include the following:

- Develop a thorough understanding of DRI's business, its needs, and growth plans.
- Manage the recruitment process from end to end including: maintaining and developing job descriptions and salary levels/recommendations; posting open positions; working with external recruiters; screening applications; interviewing candidates; advising management on hiring decisions; conducting reference checks; and completing the hiring process.
  - Execute the on-boarding process for new employees and off-boarding process for exiting employees.
  - Manage agency relationships to facilitate temporary and permanent staffing needs as appropriate.
  - Manage on-campus recruitment programs for full-time roles, rotational roles and summer student roles.
  - Manage applications and immigration issues for non-Canadian candidates.
- Manage and co-ordinate the annual performance review program, the mentoring program and support management in the ongoing coaching of employees.
- Administer the Firm's compensation and benefits programs, which includes coordinating payroll administration with DRI's payroll team. This also includes administering short-term and long-term disability claims and parental and other leaves taken by employees.
- Manage all day-to-day HR operations, ensuring compliance with federal, provincial/state and local legal requirements, including employment standards, privacy, records management (employee files), occupational health and safety, and human rights compliance.
- Manage on-line HR and administrative tools to assist in management of HR related information.
- Develop, update and maintain HR policies and governance processes, including managing information stored in on-line data repositories.
- Advise and assist employees and managers in the interpretation and implementation of HR policies and procedures.
- Execute strategic HR initiatives.



- Review and co-ordinate training and development programs for the Firm and for individual employees.
- Special projects as assigned.

The ideal candidate will possess the following core competencies:

- Proactive
- Strong service orientation
- Intellectual curiosity
- Highly attentive to details
- Process conscious and goal oriented
- Flexibility to accommodate shifting priorities
- Disciplined approach to work

The successful candidate will also possess the following qualifications:

- Exceptional team player with strong interpersonal skills and the ability to build effective working relationships across all levels of the organization and engender the trust and confidence of senior management.
- Strong active listening, written and oral communication skills.
- Strong organizational skills, with attention to detail, a proactive nature and the ability to manage multiple, competing priorities.
- Solid analytical and problem solving skills and good judgment.
- Ability to take ownership of issues, develop a plan of action that will address the relevant issues in any given situation and present this plan to management.
- Bachelor degree in Business, HR or a related field.
- 3 + years of progressive and related human resources generalist experience.
- CHRL designation (or similar certification) is an asset.
- Experience in the private equity, investment management, professional services or pharmaceutical/healthcare sectors is an asset.
- Extensive experience working with Microsoft Office.

This position is located in Toronto and offers a competitive compensation package, commensurate with experience.

To apply, please submit a resume and cover letter to [resumes@baystreethr.com](mailto:resumes@baystreethr.com) citing the position title in the subject line. We thank all applicants for their response but only those considered for an interview will be contacted.