

Jan 5, 2022

Human Resources Manager

Chard Development is an urban real estate development firm based in Vancouver, BC. We specialize in the development of condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. Chard is constantly growing with approximately 18 buildings currently in development or under construction. We're obsessive about quality, and we work hard to exceed expectations. We know what it means to "roll up our sleeves" and we're committed to working as a team to get the job done.

Our corporate culture values relationships over transactions and prioritizes results for homeowners, investors, partners and communities. We rank accountability, integrity and initiative near the top of our must-haves list. At Chard, we set rigorous expectations but ensure team members have the right tools and mentorship to succeed. We believe that great ideas come from many sources—and give credit where it's due.

We're looking for a **Human Resources Manager** with drive, creativity, energy, and a positive personality to fit with our amazing team to report to General Counsel.

What You'll Be Doing:

- Implement best practices for a growing company to establish HR procedures and regularities on policies such as travel, expenses, vacations, technology resources, etc.
- Reporting to General Counsel, provide consultation on a broad range of HR matters including employee relations, recruitment, benefits, compensation, performance management, training and development, rewards and recognition.
- Draft and maintain company policies, procedures, and programs, educate all staff accordingly.
- Initiate recruitment for all company vacancies, including consulting with hiring managers on their needs, create job postings, screen resumes, interview potential candidates, and checking references.
- Manage and administer the new employee onboarding process.
- Assist with the company group benefits program, including enrolments and terminations, and educating employees on the benefits program. Manage the annual benefits renewal process.
- Coordinate the company's performance management program, including probation and semi-annual performance reviews; provide coaching to managers through the progressive discipline process as required.
- Track all paid and unpaid leave (i.e. sick time, vacation time, etc.).
- Assist with tracking and managing semi-monthly payroll adjustments, ensuring timely and accurate processing of payroll.
- Manage all company HR records and internal company data.
- Draft and deliver internal company communication.
- Provide supervision and back-up support to the Office Administrator/Director of Accounting and General Counsel as required.

What We're Looking For:

- Bachelor's degree, preferably with a focus on Communications or Human Resources.
- Minimum 2 years' progressive HR experience.
- Proven leadership ability to engage and motivate a dynamic team is an asset.
- Self-motivated, driven to succeed, strong business acumen, with the ability to work with minimal supervision.
- Demonstrated problem-solving skills, including negotiation and conflict resolution.
- Excellent organizational and time-management skills.
- Strong critical thinking and analytical problem-solving acumen.
- Team player with good collaborative skills and the ability to quickly adapt to change; can positively impact both strategic and tactical initiatives.
- Outstanding communication skills, both oral and written, with the ability to effectively communicate with all levels within the company.
- Enjoys a fast pace and dynamic work environment.
- Internet savvy and fluent in MS Office, experience with payroll systems is an asset.

Chard Development offers competitive wages and benefits, including extended health, vision and dental.

If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants who apply, but only those who are qualified may be contacted.