



Human Resources Manager

The Fraser Institute has a full-time opening for an HR Manager in our Vancouver office. This is an excellent opportunity for a highly motivated team player with an interest in supporting the core day-to-day operations of the HR department and contributing to the overall goals of the Institute.

This is an exciting position which supports the Institute's most important asset: our people. Reporting to the Director, Human Resources, this position will support in all areas of HR including recruitment, onboarding, total compensation, performance management, training and development, legislative compliance as well as assist with special HR projects and employee events. The ideal candidate will have strong communication skills and a proven ability to maintain confidentiality, build trust and create positive working relationships.

Here's what you'll do:

- Full-cycle recruitment, including developing recruitment strategies and direct sourcing to attract top talent.
- Act as a valuable resource to the Institute team by providing expertise, guidance, and coaching in all areas of human resources, including employee relations, performance management, recruitment and retention, compensation and benefits, legislative compliance, etc.
- Develop, recommend, and implement hybrid work policies and employee engagement strategies and initiatives.
- Keep up to date and ensure compliance with various HR related legislative requirements, employment laws and emerging trends.
- Handle all HR administration and respond to HR inquiries.
- Administer performance review processes, provide assistance to directors and employees and ensure timely and accurate completion of all documents.
- Plan and coordinate employee training and development events and organize staff appreciation events.
- Manage benefits and compensation administration.
- In conjunction with the Director, Human Resources, identify opportunities to further develop and expand HR initiatives, policies, processes and programs.
- Actively participate on the Health & Safety committee.
- Other responsibilities assigned by the Director, Human Resources.

About you:

- You have a minimum of 5 years' experience in a generalist role. Experience in full-cycle recruitment preferred.
- You have a post-secondary degree in Human Resources or a related field.
- You have a good understanding of legislation, employment standards and OHS standards.
- You have excellent written and verbal communication skills and are able to present yourself in a professional demeanor.
- You have the ability to maintain professionalism and confidentiality when dealing with sensitive information.
- You are highly self-motivated and have a strong sense of personal initiative and ownership.
- You're an ambitious go-getter with strong organizational skills and attention to detail, with a demonstrated ability to work independently, manage multiple projects, prioritize, work to deadlines, are always looking for opportunities to improve and you are excited to learn and grow with the organization.

What we offer:

- Opportunity to work alongside a great team of professionals.
- Great hybrid work culture in an active learning environment.
- Training and career development opportunities.
- An attractive compensation package which includes extended health and dental benefits, a fitness credit and a great RRSP plan.

How to apply

Please email your resumé and cover letter **(including salary expectations)** to the Director, Human Resources at: careers@fraserinstitute.org with the subject line “HR Manager” Application deadline: **November 12th, 2021.**

We thank all candidates who wish to apply, however, only those selected for an interview will be contacted. Please note applicants will be reviewed as they are received.