



Architectural Millwork

LTR Industries supplies Architectural Millwork to the Construction Industry, Interior Designers and individual commercial/residential clients and offers complete design/build services, or pre-costed tendered jobs.

LTR Industries is looking for a **Human Resource Manager** to join our growing team. Reporting directly to the General Manager.

Duties will include:

- Reviewing and updating our Employee Handbook and policies
- Hiring and on-boarding new staff
- Manage employee benefit plan, including billings and new employee signup.
- Build and maintain our Health and Safety Plan, including WSIB
- Develop “COR Certificate” program
- Develop and review personalized training plans for staff
- Other responsibilities as assigned by GM and President

You will bring:

- Minimum of 5 years of HR experience
- Knowledge of Health and Safety and the WSIB training programs

Technical Skills:

- Knowledge of the federal and provincial labour regulations
- Excellent knowledge of Microsoft Office Suite
- Ability to read, analyze and interpret the HR needs of a growing company

Competencies:

- Able to prioritize and multi-task
- Possess the ability to work independently and in a team environment
- Detail oriented and organized
- Strong written and oral communication skills
- Excellent time management skills
- Able to work under pressure

We provide a team atmosphere that fosters growth and critical thinking. Competitive compensation and a comprehensive benefit package await the right candidate.

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