

We believe that the way law is practiced in Canada needs to evolve. Our lawyers and our support team have all committed to making change happen; to leading with increased transparency, accessibility and inclusivity. We hope you will join us.

We are currently seeking a HR Generalist. This opportunity exists at our Head Office in London, Ontario.

Siskinds is looking for an experienced HR Generalist who will be responsible for applying business knowledge and human resources expertise. The successful candidate will assist the HR Manager in providing a wide range of HR support and guidance on recruitment, terminations, performance management, compensation and benefits, health and safety, employee relations and HR best practices while facilitating a positive relationship between personnel and senior management.

DUTIES AND RESPONSIBILITIES:

- Recruitment, drafting job descriptions, posting ads, screening candidates, interviewing candidates, drafting and presenting offer letters
- Performs benefits administration, including claims resolution, change reporting, communicating benefit information to employees
- Ensures compliance with employment related laws/practices
- Administer and enforce HR strategies, procedures, and policies
- Health & Safety, maintain records and be an active member of the JHSC
- Administer the compensation program; monitors the performance evaluation program and revises as necessary
- Maintain all employee records (HRIS)
- Organize and deliver new employee orientation, on-boarding and off-boarding
- Answer employee questions and address employee concerns

QUALIFICATIONS:

- University Degree or College Diploma in Human Resources
- CHRP/CHRL designation preferred
- 3-5 years in a fast-paced HR environment is required
- Experience working with Dayforce is an asset
- Strong written and verbal communication skills
- Detail-orientated with ability to multi-task
- Strong analytical and problem-solving skills
- Proven ability to work independently, as well as within a team
- Strong understanding of HR employment related laws/practices

Siskinds is one of Ontario's leading law firms. We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "HR Generalist" and "Your Name" in the subject line to humanresources@siskinds.com. Deadline for submissions is April 13, 2018.

Contact information:

Siskinds LLP
Attention: Human Resources
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