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Job Description – PureLogic IT Solutions Inc

Title: HR Manager

Reports to: David Bouchard, CEO

Based at: 135 Michael Cowpland Drive, Suite 200, Kanata, ON, K2M 2E9

Summary of Position

Human Resources Manager will plan, direct, and coordinate the HR administrative functions at PureLogic. Successful candidate will work with the Executive team to develop and monitor overall HR strategies, systems, tactics and procedures across PureLogic.

Key Responsibilities and Accountabilities

- Coordinating and supporting the recruitment process;
- Onboarding newcomers to the company;
- Determining suitable salaries and remuneration plans across job categories;
- Developing adequate induction and training;
- Supporting employee opportunities for professional development;
- Assist management team in developing succession & development plans for key positions ;
- Institute a company wide performance management and review process;
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Implement a new HR software tool to enable performance evaluation and employee development.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Develop & maintain key policy documents aligned with relevant government bodies & industry requirements
- Maintain 18 month rolling window of “future proofing” activities pertaining to HR



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Required Skills

- Bachelor's degree from a four-year college or university or similar work experience required
- 5+ years of experience in progressively responsible human resource roles
- 3+ years of experience in Labor Relations and Employee Relations
- 3+ years of experience in a supervisory role
- Have established performance evaluations plans in the past
- Comfortable using various HR software
- Bilingualism is an asset.
- Excellent written and verbal communication skills.
- Enjoys working in a team environment.
- Strong organizational, judgement and leadership skills.
- Ability to architect strategy along with leadership skills
- In-depth knowledge of labor law and HR best practices