

HUMAN RESOURCES GENERALIST

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a **Human Resources Generalist** with solid work experience and educational background to join our team. Reporting to the Director, Human Resources, the Human Resources Generalist is a trusted advisor who understands and proactively supports the strategic goals of the firm as they relate to the recruitment, retention, engagement, performance, and development of our people.

Responsibilities:

- Assist the Human Resources Director with full-cycle recruitment of staff-level positions, including developing/revising job postings, scheduling and completing reference checks.
- Meet with staff members to conduct performance reviews and handle general employee relations.
- Assist with onboarding, offboarding, including conducting exit interviews.
- Identify improvement opportunities and facilitate change initiatives at the organizational and departmental level.
- Plan and coordinate various social events and initiatives throughout the year.
- Performs other related duties as required.

Qualifications:

- Minimum of 3 years' experience in Human Resources, preferably in a law firm or professional services environment.
- Completion of an HR program, CHRP designation or related skills and experience.
- Ability to demonstrate general knowledge in human resource management principles, legislation and regulatory requirements.
- Excellent verbal and written communication skills with impeccable judgement and discretion in handling confidential information.
- Strong interpersonal skills with the ability to interact with all firm members and build relationships of trust.
- Previous experience with a HRIS, preferably ADP Workforce Now is an asset.

Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.