

DIRECTOR OF HUMAN RESOURCES

Alexander Holburn Beaudin + Lang LLP is a leading Vancouver-based law firm providing a wide range of litigation/dispute resolution and business law services. Our firm values are trust, balance and teamwork. In the spirit of these values, we offer strong support for our professionals, in a collegial and dynamic work environment.

We are currently recruiting for a Director of Human Resources to join our Firm. Reporting to the Chief Operating Officer, the Director of Human Resources is responsible for overseeing the Human Resources team and directly managing all human resources functions within the firm.

Specific Responsibilities:

- Liaise with lawyers and Director of Associate + Student Programs to determine projected staffing requirements for Practice Groups.
- Responsible for full-cycle recruiting, onboarding and retention plans.
- Oversees the onboarding of all new support staff and determining training requirements.
- Conduct annual performance reviews, salary and bonus administration for all staff.
- Oversees all Legal Administrative Assistant and Paralegal teams, including monitoring billable targets.
- Responsible for the comprehensive annual salary and expenses budget for all firm members.
- Responsible for administering both the in-house training program and external professional development programs for all support staff.
- Oversees payroll and benefits administration for professional and support staff members.
- Responsible for maintaining and communicating firm policies.
- Responsible for benefit renewal negotiations and policy/program changes.
- Administers firm anniversary and employee recognition service award programs.
- Participates in various culture initiatives and event planning.

Qualifications:

- Minimum of 10 years of progressive HR management experience, preferably in a professional services environment.
- Post-secondary education in Human Resources, CPHR designation an asset.
- Strong written and verbal skills as well as presentation and public speaking skills.
- Strong sense of diplomacy, conflict resolution, interpersonal, leadership and coaching skills.
- Decisive decision-making skills and ability to perform under pressure.
- A proactive, service-oriented approach and a strong sense of accountability.
- Working knowledge of Word, Excel, ADP and HRIS software.

Compensation:

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

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

How to Apply:

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