



Human Resources Manager Benson Cabinetry and Millwork Victoria, BC

Salary Range: \$82,000 - \$90,000

Our client Benson Cabinetry and Millwork is a well-established Vancouver Island based family manufacturing business offering innovative, high-quality sustainable products for the residential and commercial construction industry.

Continuously evolving and growing, the company is now ready to welcome a seasoned HR Manager to develop and build a professional, progressive and team-based HR process to take the business to the next level. Based in beautiful Victoria, BC, with a second location in the Lower Mainland, the company has over 60 employees comprised of professional, administrative and both local and international skilled trades workers.

You will be known for being a hands-on, “roll-up-your sleeves” type of leader with a strong work ethic, entrepreneurial spirit, and a collaborative and inclusive nature. This is a great opportunity for someone who is looking for an opportunity to expand the HR presence with the support of an engaged and caring executive team.

Key Areas of Responsibility

- **Recruitment and Staffing** – Manage and oversee full-cycle recruitment and selection activities, orientation, onboarding, offboarding, record keeping and reporting.
- **Compensation and Benefits** – Collaborate, consult and track the design and delivery of compensation and benefits offerings to ensure competitiveness in recruiting and retaining good employees.
- **Health and Safety** – Support and be an advocate for the company’s health and safety program to ensure a safe and accident-free work environment
- **Performance Management** - Lead and support the development and execution of the annual performance management process including establishing annual performance plans, conducting performance reviews, identifying personal development goals, and overseeing proposed changes to compensation. Assist managers and supervisors in addressing performance issues and/or terminations.
- **Employee Records, IT Liaison, Administration** – Ensure accurate and timely upkeep of critical recordkeeping and a variety of onboarding administrative tasks such as IT liaison, parking and equipment assignment, and managing the employee housing program.
- **Employee Communications, Social Media and Events** – Produce regular employee newsletters, plan and manage employee events, and monitor social media platforms for issues that may impact HR.



The new HR Manager will work closely with staff and management to support departmental needs and provide guidance on a wide variety of HR areas. You will wear many HR hats and no two days will be alike! If you are looking for the next step in your HR career as well as a desire to work in a fast-paced, dynamic environment, we encourage you to bring your distinctive and passionate HR perspective and apply for this position!

Required Education and Experience:

- Post-secondary education with a focus on Human Resources and minimum 5 years hands-on HR management experience or an equivalent combination of education and experience
- Proficient computer skills in MS Office, email applications and HRIS systems
- General knowledge of workplace health and safety, compensation and benefits programs
- Experience recruiting skilled and professional workers, including foreign nationals
- Valid BC Driver's License and the ability to travel as needed to Metro Vancouver
- Experience in a manufacturing or distribution environment is an asset
- CPHR designation is an asset
- Knowledge of and passionate about HR best practices and the concept of continuous learning
- Entrepreneurial mindset, self-starter who takes initiative and enjoys task ownership
- Motivated and collaborative team player
- Excellent written, verbal and interpersonal skills
- Able to work well under pressure and meet tight deadlines
- Strong time management skills and able to manage competing priorities in a fast-paced environment
- Ability to effectively interact with employees at all levels of the organization and work with a variety of people from diverse backgrounds
- Familiar with Employment Standards Act and other employment or health and safety legislation
- Strong attention to detail

What we Offer:

- Highly competitive total compensation package
- A collaborative and supportive team environment
- Potential for a hybrid work schedule subject to operational requirements
- 3 weeks paid vacation to start
- Flex time
- Extended health, medical and dental benefits

Diversity, equity and inclusion is a core value of our client, one that is strongly supported and demonstrated throughout the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

Please submit your resume and cover letter with **HR Manager** in the subject line of your email, outlining why you are interested in this role to: careers@chemistryconsulting.ca