

## Human Resources Generalist

Driven by technology and fuelled by innovation, HSB is Canada's premier specialty insurance and applied technology services provider. Offering 150 years of technical and service excellence, we are focusing on emerging trends and unlocking new opportunities for clients. Today, we are accelerating, changing the future of insurance and risk solutions, for a modern world.

At HSB, we value the strengths and contributions of our diverse workforce. We offer continuous learning opportunities, giving you flexibility to grow in your career while enjoying a healthy work-life balance and a collaborative approach in our coast-to-coast network of offices. Become part of a rewarding and impactful workplace experience while seeing first-hand technologies and risk solutions that are changing the way we live and work.

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### **Primary Objectives:**

The Human Resources Generalist brings a detailed and knowledgeable background of human resources to successfully maintain activities related to employee experience, engagement, relations, performance, health and safety, policy and program updates and coordination, as well as supports talent acquisition activities and participates in related department projects and initiatives when needed. The Human Resources Generalist is a key contributor within a small team of professionals focused to support the delivery of successful business outcomes. This role currently is remote due to Covid, otherwise is situated in our downtown Toronto Head Office, and reports to the Director, Human Resources.

### **Job Responsibilities:**

- Organize and deliver a positive onboarding experience for those newly joining the organization.
- Lead organizational employee performance related initiatives for ongoing success.
- Provide guidance and support with employees at various levels to promote positive relations and performance delivery.
- Plan and coordinate ongoing activities which support increased employee engagement and retention.
- Assist in employee rewards and recognition program activities and requirements.
- Maintain applicable policies and programs through reviews and updates to reflect ongoing changes.
- Coordinate and maintain health and safety program and activities for the organization.
- Assist in talent acquisition activities as required for permanent and/or temporary resource needs.
- Participate in department project initiatives as needed.
- Flexibility to support general department activities and new requirements as applicable.

### **Qualifications:**

- Completion of post-secondary education in Human Resources from a recognized college or university

- CHRP designation completed or in progress, professional membership in good standing
- JHSC certification completion preferred
- 5-7 years of Human Resources Generalist related experience with similar focus
- Strong attention to detail, as well as time management skills
- Proficiency with critical thinking and problem-solving skills
- Excellent excel and computer related skills
- Great communication, relationship building, and coaching skills
- Professional with strong discretion and confidentiality practices
- Bilingual English/French is beneficial

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices. Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference HRG0122 and send a covering letter along with a resume to: [Apply Here](#)

We thank all candidates for their interest; however only those selected for interview will be contacted.