



Echologics Engineering,
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Location: Toronto

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HR Generalist

Toronto-based Echologics Engineering Inc., is a leader in the development of acoustic technologies that can cost-effectively detect leaks and assess the condition of water mains—without breaking ground. A subsidiary of Mueller Water Products, Echologics has worked with municipalities across North America, and in Europe, South Africa, Singapore and Australia to prioritize water system repairs and improve water conservation.

Summary:

The Human Resources Generalist will assist in the development, implementation of HR initiatives, projects and policies in the area(s) of recruitment, employee relations, performance management, communications, health and safety, learning & education. This position will report to the Human Resources Manager.

All activities and responsibilities are designed to prepare generalists for future HR managerial or specialist assignments.

General Job Duties:

- Assists with recruitment, including administering documentation for job postings, compiling resumes, scheduling interviews, coordinating declines, process background checks, reference checks and offer letter preparation
- Partner closely with local leadership team and colleagues, serve as an advisor/counsel to all colleagues by handling questions, interpreting policies and helping resolve work-related issues/concerns
- Coordinates all courses and training
- Coordinates and directs the on-boarding of new employees by preparing the new hire package and other first day items/requirements
- Assists in the development and implementation of health and safety programs, including records-management and committee meeting minutes; member of the Health & Safety Committee
- Develops and maintains HR information, documents/forms, policies, etc. as required
- Creates and prepares monthly reports and other HR metric reports, including vacation accrual tracking
- Updates and maintains a current database of all job descriptions
- Provides routine administrative support including the preparation of correspondence/reports, meetings coordination, employee file maintenance
- Provides support to learning and leadership initiatives including lunch 'n learn workshops, general training programs, etc.
- Updates the Company Intranet site and other HR-related communication activities
- All other tasks/projects as assigned including ad-hoc reporting

Qualifications

Knowledge and Abilities:

- Bachelor's degree in HR or related field.
- Completed or working towards the CHRA/CHRP designation
- 5+ years of proven HR experience required in a Fortune 200 company
- Ability and willingness to relocate for appropriate career opportunities within business-unit or company. Relocation is estimated within 2-4 years.
- Experience or exposure to Human Resources activities within a unionized manufacturing environment, such as contract negotiations, arbitrations, etc is considered a strong asset
- Strong organizational skills, with the ability to multi-task and meet conflicting deadlines in a team work environment
- Sound judgment and analytical skills including problem-solving skills
- Superior inter-personal skills and the ability to work within various team(s)
- Sound knowledge and understanding of employment/payroll legislation along with HR processes, programs and policies
- Strong skills in MS Office, Outlook
- Excellent communication and interpersonal skills
- High level of accuracy and attention to detail
- Ability to work independently, take initiative to make decisions when required
- Ability and willingness to work overtime as required.
- Ability and willingness for business travel. (Travel is estimated to be less than 10 %.)
- Fully bi-lingual in English & French - written and verbal considered a strong asset

Primary Location

Mississauga, ON

Only qualified candidates will receive consideration and follow up