

March 8, 2017

## Job Opportunity

HR Manager, Port Dufferin N.S.

Duties include:

- Develops and maintains human resource policies and guidelines.
- Maintains work structure by updating job requirements and job descriptions.
- Develops and maintains a payroll plan for hourly, salary and management personnel.
- Develops and implements employee appraisal programs for hourly, salary and management personnel.
- Assists the CFO in developing employee benefit programs.
- Administers benefit programs at the operation.
- Ensures legal compliance by monitoring and implementing applicable federal and provincial regulations as they apply to our human resources.
- Develops and maintains employee records that provide the company with the information it needs as well as insuring that all employees are in compliance with federal and provincial regulations.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participation in professional societies.

Qualifications:

- A 4-year bachelor degree is preferred
- A 4-year degree majoring in human resources is ideal
- Experience in human resource management is a plus

How to Apply:

Resumes can be sent to **[jobs@dufferingold.com](mailto:jobs@dufferingold.com)**