



Are we looking for you? Or are you looking for us? We are looking for...

The Position – Manager, Human Resources

The Office

International Conference Services Ltd.
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The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's *"the office"* re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

Responsibilities

This is a new position for our rapidly expanding, international company headquartered in Vancouver, BC. We are looking for a driven individual who thrives in a fast paced, growth-oriented environment. We'll need you to channel your passion for employee engagement towards helping our staff provide exceptional service to our clients. Your ability to implement and monitor procedural change while encouraging career path development in our employees is key. Working alongside our Executive and Senior teams, you will have ample opportunity to positively impact our employees' careers and our general office environment.

Key Responsibilities: Manage all Human Resources (HR) programs for an international private company in the professional conference management industry. As a trusted advisor and leader, the HR Manager is guided by the company's mission, values, culture and strategies to foster positive work experiences for around 80 international team members.

General Human Resources Duties

- Assist the Executive and Senior teams in defining HR vision, goals, strategy and objectives
- Provide leadership and strategic guidance on HR policies and programs to support the overall business and human resources goals of the company
- Plan, develop, and streamline: recruitment, on-boarding, job performance evaluation, compensation review, oversee training and development programs, policies & procedures
- Review and maintain HR software applications
- Develop and maintain recruitment campaigns to address short and long-term staffing needs
- Conduct employee satisfaction surveys and develop processes for employee feedback that support the development of action plans to address issues
- Assist with sensitive discipline/termination actions and other employee situations

Payroll, Compensation & Benefits

- Act as the subject matter expert for our time & attendance management system
- Prepare and process corporate payroll, including: gathering, processing & verifying information in order to track new hires, wage adjustments, OT, termination etc.
- Perform commission, OT, severance pay, termination pay, and bonus calculations
- Complete other related duties, such as: creation/posting of journal entries, WCB remittances, payroll adjustments etc.
- Manage and advocate the administration of local and company-wide benefits programs

Skills & Attributes

- Human Resources experience
- Experience in conference management, tourism, and hospitality industries would be an asset
- Experience managing the full scope of human resources activities, including recruitment, job evaluation, compensation and benefits, training and development, performance management and staff relations
- Demonstrated proficiency with human resources computer software applications, ideally related to: recruiting, performance management, pay, benefits, and time/attendance management

What's next?

Please send your resume and cover letter to careers@icsevents.com.

