



Job title	<i>HR Generalist / Office Manager</i>
Reports to	<i>CFO</i>

Job Purpose

The HR Generalist / Office Manager will be responsible for all aspects of the Human Resources and Office/Reception function. This role is in place to coordinate day-to-day activities that support employees and managers and enable them to do their jobs effectively, consistent with company values. It is also a position that will act as the face/first voice of the company. The successful candidate will work closely with the General and Admin team, as well as various upper management members.

Duties & Responsibilities

- Maintain records of personnel-related data in both paper and on the HRIS system (Bamboo HR) while ensuring all employment requirements are met
- Respond to internal and external HR related inquiries and provide assistance when needed
- Conduct Full-Cycle Recruitment for entry level and management positions
- Facilitate Onboarding including Health & Safety Training, Proper Documentation and Tours for new employees
- Conduct Performance Management Cycles alongside Managers (using Sprigg)
- Plan and Implement Employee Engagement Events
- Produce monthly reports, employee employment letters and organizational charts
- Monitor and track Vacation Requests and follow up with employees
- Conduct exit interviews and coordinate documentation for any terminated employees
- Administration of Benefits Enrollments and Changes
- Process Bi-Weekly Payroll using Ceridian Powerpay
- Check mail daily, answer and direct general inquires to the appropriate person
- Monitor stock of office and kitchen supplies
- Schedule interviews and meetings, organize and maintain executive team's calendars
- Other duties as assigned

Knowledge, Skills & Abilities

- 2-4 year(s) of Human Resources experience in a dynamic office environment
- Undergraduate Degree in Business (or related discipline) with focus in HR or HR Diploma Program
- CHRP designation in progress or completed
- Strong knowledge of all Microsoft Office products (Word, Excel, Powerpoint)
- HRIS proficiency required (Bamboo experience a plus)
- 1 years' experience using a payroll software/program (preferably Ceridian)
- Able to work with employee/company data in a confidential manner
- Ability to work independently and as part of a team
- Strong attention to detail
- Very organized and able to multi-task
- Excellent customer service skills
- Self-starter attitude

Direct Reports

None

To Apply

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