**Grand and Toy is looking for a Human Resources & Labour Relations Manager**

**Location: Vaughan**

**Fulltime-permanent**

**Who are we?**

Grand & Toy is a B2B office products and service provider serving Canadian customers via a direct sales force and advanced e-commerce platform. Over the years, we have brought innovative workplace solutions and sustainable business practices to market. Today we are one of the largest B2B office products and services providers, operating one of the country’s largest distribution networks, serving customers coast-to-coast. We nurture innovation, focus on customer experience and bring our best.

As a strategic thought partner, the Human Resources & Labour Relations Manager serves as a consultant to management on Human Resources/Labour Relations related issues. You will assesses and anticipates HR/LR related needs and assists the business area in managing the workforce, providing guidance, counseling/coaching to include recommendations to the business.

Who are we looking for?

· A team player who is experienced working with cross functional teams and senior business leaders involved with a variety of HR initiatives.

· Able to bridge relationships in a unionized environment with a collaborative approach to lead change.

· Exceptional critical thinking, analytical and project management skills.

· Strong attention to detail with the ability to manage multiple priorities in a fast paced and deadline driven environment.

· Must have the ability to influence and build creditability at all levels of the organization.

· Must be result-driven, self-starter who takes initiative and accountability for his/her work

**What you can expect from the opportunity:**

· Take on challenges and serve as a change consultant to develop integrated solutions to employees and management

· Share your knowledge and learn with a great team while forming partnerships to deliver value added services to management that reflect the organization’s objectives.

· Work in a fast paced environment with great people

· Continuously develop and progress your career

· Gain exposure to leaders at all levels

**What will you do?**

· Provide professional HR and LR expertise on all people-related matters. Support all levels of management to minimize risk on legal and compliance matters, ensuring adherence and interpretation of all relevant legislation, policies and procedures and collective agreements.

· Support the implementation of Corporate HR programs and processes.

· Provide consistent interpretation, advice and counsel to support effective resolution of people management issues that may require corrective action or progressive discipline, as required.

· Partner with Talent Acquisition and management to implement talent strategies including hiring and selection, workforce planning including gap analysis, high potential identification, assessment and management, retention, and organizational development initiatives

· Develop and implement strategies to maintain ongoing communication and positive relationships with the union’s leadership and manage all aspects of the grievance process; including grievance resolution, mediation, arbitration and or conciliation.

· Respond to employee relations issues in the workplace and work effectively with employees and management to address and resolve issues which require a high degree of judgment and decision making.

**What type of experience do you have?**

· University Degree with a focus on Labour Relations/Industrial Relations and Human Resources Management and/or the equivalent background

· 5+ years of progressive labour relations, human resources and employee relations experience

· Ability to negotiate and influence diverse stakeholders regarding challenging organizational issues

· Experience working in both a union and non-union environment.

Must be able to establish and maintain effective working relationships with union representatives, co-workers and with a range of other stakeholders at all levels

· Must have contract administration experience and working knowledge of relevant employment and labour laws.

· Advanced MS Office (PowerPoint, Excel, Word, Outlook)

**What we offer:**

Grand & Toy offers competitive wages and benefits packages based on education and experience. We provide a rewarding and challenging career along with growth and career advancement. We proudly provide comprehensive training for all new associates, along with incentives such as our associate/corporate discounts and rewards programs for management positions.

If this sounds like the job for you we can’t wait to hear from you.

**Please copy and paste the link below into a new browser and apply online.**

**http://gt.jobis.ca/sdX**

We celebrate employment equity and diversity. We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.