



<b>POSITION:</b>	Human Resources Manager
<b>DEPARTMENT:</b>	Administration/HR
<b>LOCATION:</b>	Moncton, NB or Kingston, ON or St. Catharines, ON
<b>REPORTS TO:</b>	General Manager
<b>Job Type:</b>	Full-time permanent, Salary

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ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a bilingual HR Manager supporting multiple venues in New Brunswick and Ontario. The HR Manager will be expected to build and develop strong relationships with key business stakeholders, providing hands on support for employee relations and talent acquisition, as well as advising and executing HR strategies and programs to enable the business to achieve its goals. Travel will be required.

#### **AREA OF RESPONSIBILITY:**

Include the following. Other duties may be assigned.

- Manage all day-to-day HR responsibilities; employee relations, talent acquisition, performance management, workforce planning.
- Liaise with Corporate HR to identify and assist in the development and implementation of programs.
- Support the Department Management team, interpret ASM Policy and act as a witness for all Employee disciplinary issues.
- Support and increase staff retention and productivity, using strategies to enhance employee engagement, improve communication, leadership, and employee development.
- Create, maintain, and manage all personnel files for both full and part-time staff from date of hire to date of separation.
- Conduct Background and credit checks as deemed necessary per ASM Policy.
- Full-cycle Recruitment: job postings, post ads on online job boards, monitor Applicant Tracking System, screen resumes and conduct pre-screening interviews, conduct telephone reference checks, and draft offer letters.
- Onboarding of new hires.
- Develop relationships with recruiters, schools, and any other party that can help advance our recruitment efforts.
- Report and maintain all work-related injuries, complying with provincial and federal regulations.
- Learn the overall function of the ADP payroll system in order to process the bi-weekly payroll for several venues and serve as back-up to the Payroll Manager.

#### **EDUCATION AND EXPERIENCE**

- Post-Secondary education in Human Resources or in a related field.
- 3-5 years of progressive HR experience

- Proven track record in building strong relationships with all levels of leaders, with the ability to provide robust recommendations, coach, influence, and drive change in pursuit of best practice.
- Excellent communication (both oral and written) and interpersonal skills.
- Bilingual (French and English) is required.

#### **Computer Skills**

To perform this job successfully, an individual should have experience working with Microsoft Office programs such as Outlook, Word, and Excel. Working knowledge of ADP Workforce Now would be an asset.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Specific physical demands for this job include close vision, climb stairs, walk long distances to access all seating areas, sit or stand for long periods of time.

#### **Other Requirements**

Due to the nature of our business, the candidates may need to be able to work flexible hours as dictated by the event schedule, this could include evenings, weekends, and holidays. Travel to the Canadian Venues will be required.

**PLEASE NOTE:** All successful candidates will be required to successfully complete a background check, which may include criminal, credit, credential, and reference check.

#### **TO APPLY**

This position offers a competitive salary and benefits package.

**Please send a resume with salary requirements to:**

Dave Saldanha  
General Manager  
[Dsaldanha@avenircentre.com](mailto:Dsaldanha@avenircentre.com)

Please ensure the subject line reads: ***HR Manager***

Only successful applicants will be contacted.