

HR Business Partner

TORONTO | Reporting to: Senior Vice President, Human Resources

POSITION OVERVIEW:

The HR Business Partner will be responsible for providing support on Navacord strategic initiatives in the areas of: learning and development, talent acquisition, mergers and acquisitions, Reporting and HR business projects. Navacord is seeking a passionate HR professional who is seeking exposure to many areas in HR, someone who takes ownership over projects given to them, and is resourceful in compiling and organizing information to help move HR initiatives along to support the business and it's people.

KEY PROJECT RESPONSIBILITIES:

- Assist the Navacord team and/or broker partners with our **Talent Acquisition** process including sharing best practices, the location and use of recruitment templates, the development of role profiles and corresponding compensation benchmarks, introductions to local talent acquisition teams, welcome announcements for new hires both internally and on social platforms, etc.
- Support Navacord's **Learning & Development** strategy by coordinating and tracking all the various initiatives offered companywide including collaborating with internal stakeholders and external consultants on the content creation, distribution and enrollment logistics of all initiatives as well as owning the feedback of all programs offered and consolidating the results for future development
- Create organizational charts, utilize employment templates to create offers of employment and update HR acquisition board packs to support our **Mergers and Acquisitions**
- Work alongside the broker partners and local HR teams to compile, track, analyze and summarize employee data from various payroll systems to create a foundation of **HR metrics & employee reports**
- Support the Navacord **Diversity, Equity and Inclusion** initiative which involves showcasing interesting articles, researching best practices and sharing with broader HR and leadership group.
- Own and support **ad hoc HR Navacord initiatives** based on annual business priorities. This could range from organizational integrations to Producer recruitment to implementing a HR shared service share point room.

REQUIREMENTS:

- 3 to 5 years of Human Resources experience
- Previous experience or exposure in the areas of learning and development, talent acquisitions, mergers and acquisition and succession planning is desirable
- Completion of University Degree/College Diploma in Human Resources Management
- Working towards CHRP designation
- Advanced MS Office skills
- High degree of accuracy and attention to detail required
- Strong verbal, written communication and interpersonal skills
- Ability to handle multiple tasks and prioritize duties in a fast-paced environment
- Organized self-starter and team player with the ability to work well with minimal supervision
- Ability to maintain confidentiality

Qualified candidates are invited to email their resume and cover letter to: careers@navacord.com



*We are committed to providing accommodation upon request for applicants and employees with disabilities.
If you require accommodation, we will work with you to meet your needs.*