



**ANDA U M E D I C A L**

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## **Human Resources Manager**

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### **Company Description**

Andau Medical is a fast-growing Canadian medical and dental device company focused on providing the market with quality, innovative technologies that improve patient outcomes and enhance the clinical experience in delivering exceptional patient care. We provide excellent opportunities for growth and learning, ensuring that work brings purpose and enjoyment to our team's life, all while having a work-life balance.

### **Position Description**

As the HR Generalist at Andau Medical, you will play a pivotal role in shaping the growth and success of our company by attracting top talent to our team and setting up the building blocks of our HR processes. You will have the unique opportunity to work closely with a driven and entrepreneurial leadership team, ensuring that our HR strategies align with our mission and move us toward our goals. You'll be tasked to go after the best and brightest talent to grow a team of superstars.

The ideal candidate will be creative, dynamic, engaged, flexible and enthusiastic about supporting the Andau Team. Andau is a busy, growing company where you will play an integral role in the company's success. This would be a good role for you if you prefer a busy work environment with frequently evolving needs. We pride ourselves on a high level of communication and collaboration. Every day brings new opportunities and changes, where your voice and contributions are important to the team.

## Responsibilities

- **Talent Acquisition:** The primary focus for this role will be talent acquisition. Spearhead a results-driven recruitment process, from sourcing and screening candidates to conducting interviews and making offers. Collaborate with hiring managers to identify skill gaps and talent needs to support our rapid expansion. Go after only the smartest, most experience talent that are aligned with our strong culture.
- **HR Policies and Compliance:** Ensure HR policies and procedures are in-line with current labour laws and industry best practices. Stay up to date with any legal changes and advise the management team accordingly.
- **Culture Champion:** Promote and model a positive and high-performing work environment. Develop initiatives that reinforce our company culture and core values, fostering employee engagement and satisfaction. Strategize with our leadership team and move us forward.
- **Benefits and Compensation:** Manage employee benefits programs and contribute to the development of competitive compensation packages to attract and retain top talent.
- **Employee Relations:** Address employee concerns, grievances, and conflicts. Be a trusted resource for employees seeking guidance on HR-related matters.
- **Manage all HR tasks:** track and manage vacations, performance management, compensation management, policy management, WCB and social committee.
- **Onboarding & offboarding:** coordinate onboarding for new hires, set them up with the materials they need, and provide a Day 1 onboarding session to introduce team members to the company and policies. Coordinate equipment returns and finalize processes for offboarding.
- **Research, apply and manage all administrative duties of any grant applications for internships and employees.**

## Requirements

- Proven experience recruiting top talent and successfully onboarding.
- Proven experience as an HR Generalist or similar role, preferably in a fast-growing DTC or advertising related company.
- Strong knowledge of HR best practices, employment laws, and regulations.
- Exceptional communication and interpersonal skills, with the ability to build strong relationships and collaborate effectively.
- Data-driven, creative problem solver with a proactive and adaptable approach to challenges.
- Ability to maintain confidentiality and handle sensitive information with discretion.

## Why You Should Consider This Role

- Proven experience recruiting top talent and successfully onboarding.
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Please submit resume and cover letter to [hr@andaumedical.com](mailto:hr@andaumedical.com).

*Andau Medical is committed to equitable, diverse, and inclusive initiatives in our recruitment processes as well as our corporate culture. We welcome applications from all qualified persons.*

*We thank all applicants for your submissions however, only candidates being considered for this role will be contacted.*