**Job Title: HR Generalist/ Administrative Officer**

**Company:** Clicked Minds Innovation

**Location:** Greater Toronto Area

**Salary:** $2500-$3500/month

**Job Type:** Full-time, Permanent

**NOC Code**: 1120 and 1201; **TEER Category:** 2

**Number of Job Postings:** 2

**Date of Job posting:** 01- May 2023

**Working hours:** 30/week

**About the Company:**

Clicked Minds Innovation is a leading provider of PLC and robot programming solutions to clients in various industries. We are committed to providing exceptional service to our clients and continuously strive to improve our offerings to meet their evolving needs. We are currently seeking an HR Generalist to join our team on a full-time, permanent basis.

**Responsibilities:**

* Manage the recruitment process, including sourcing and screening candidates, conducting interviews, and making job offers.
* Develop and implement HR policies and procedures, ensuring compliance with employment laws and regulations.
* Manage employee relations issues, including conducting investigations and facilitating conflict resolution.
* Administer employee benefits and compensation programs.
* Support the development and implementation of employee training and development programs.
* Maintain accurate HR records and prepare reports on HR metrics and analytics.
* Facilitate performance management processes, including goal setting and performance reviews.
* Collaborate with management and employees to develop strategies to improve employee engagement and retention.
* Participate in the development and implementation of health and safety programs and policies.
* Provide advice and support to management and employees on HR-related matters.
* Supervise and coordinate the activities of other general office and administrative support workers, as needed.

**Qualifications:**

* Diploma in human resources, business administration, international business, or management related fields.
* 6 months years of experience in an HR generalist role or a related field will be asset.
* Strong knowledge of employment laws and regulations.
* Excellent communication and interpersonal skills
* Ability to work independently and as part of a team.
* Strong organizational and time management skills

**We Offer:**

* Competitive salary within the $2500-$3500/month range
* Opportunity to work with a dynamic and supportive team.
* Opportunity to gain experience in the growing industry of PLC and robot programming solutions.

If you are passionate about HR and have a strong background in employment law and HR management, we would love to hear from you. To apply for this position, please send your resume and cover letter to gunveensingh@clickedminds.ca