

HUMAN RESOURCES BUSINESS PARTNER

On behalf of our client, The Original FARM, we are searching for an HR Business Partner to join their dynamic and rapidly growing team. Since 2015, FARM has provided safe access to cannabis in a discreet and professional environment while remaining client-focused and service-minded in a high-volume retail setting. With stores in Victoria, Langford, and Duncan, they offer the largest selection of cannabis products on southern Vancouver Island. This is an exciting time within the organization as they expand to the mainland, opening a new location in Kitsilano.

Reporting to the Vice President of Operations, we are looking for an outstanding HR professional to join their headquarters in downtown Victoria, B.C. The Human Resources Business Partner is a newly created position that will be responsible for supporting all HR-related tasks at the Original Farm including payroll, policy, and procedure development, and ensuring compliance with municipal, provincial, and federal laws and regulations. They will also assist with the administrative tasks of recruitment, onboarding, data input, and benefits administration. The HR Business Partner will be the key driving force towards fostering a work environment that delivers top-tier results. They will play an active role in ensuring The Original FARM is a place where the people and culture not only matter but are celebrated. This person will have the opportunity to leverage their knowledge of HR legislation and best practices to lead and shape the HR functions of the organization.

Key Responsibilities:

- Assist with all internal and external HR-related matters.
- Assist leadership as required in areas of employment law and best practice.
- Payroll input and benefits administration.
- Update policies and procedures as directed.
- Assist with maintaining onboarding and offboarding documents, and employee files.
- Identify training needs and activities within the company for employees and coordinate the identified activities.
- Produce and submit reports on HR activity regularly.
- Coordinate employee development plans and performance management.
- Participate in developing organizational guidelines and procedures.
- Recommend strategies to motivate employees and improve team culture.
- Investigate complaints brought forward by employees.
- Liaison with management and staff as necessary.
- Oversight of recruitment and talent management processes.
- Coordinate and develop the onboarding process of new hires
- Assist with planning events, both internal and external.
- Other duties as required.

Skills & Qualifications:

- Bachelor's degree in Human Resources or equivalent
- 3+ years' human resources experience in a retail environment.
- CPHR designation is a great asset.

- Demonstrated time management and record-keeping skills.
- Strong knowledge of the B.C. Employment Standards Act
- Strong competency using all Microsoft Office (365) software.
- Ability to multi-task, and pivot priorities rapidly.
- Works very well under pressure and tight deadlines.
- Possess exceptional attention to detail.
- Well-developed communication & interpersonal skills, both written and verbal.
- Self-motivated and able to work with limited supervision.
- Proven ability to function effectively in a team environment.
- Preference will be given to those with experience working in a Union environment.
- Valid driver's license and transportation.

This role will appeal to an individual with strong organizational and interpersonal skills and someone who aspires to be a respectable leader in managing employee relationships while implementing Human Resources best practices and industry standards. You will be a pivotal member who will oversee the Human Resources operations and be looked upon as the HR leader within the organization. This role will require some travel both on and off the Island and may occasionally require overnight travel. The candidate must also be comfortable working in a dog-friendly environment.

If you feel you have the demonstrated background and are an ambitious, solutions-driven team player we invite you forward your resume. We thank all candidates for their interest however only those selected for an interview will be contacted.