



EMPLOYMENT OPPORTUNITY

We are currently seeking an enthusiastic and driven team player to join our Human Resources team in Toronto as a **BILINGUAL HUMAN RESOURCES GENERALIST**.

In this role, YOU will provide superior HR services and support to employees in all areas of HR, including performance management, learning & development, employee engagement, employee relations, disability management, compensation & benefits, wellness and other HR related activities.

YOU will:

- Act as a trusted advisor and resources person by providing advice on all HR related matters
- Participate in Full cycle recruitment activities
- Participate in the needs analysis and delivery of educational activities
- Conduct employee relations investigations, determine appropriate corrective action, prepare paperwork and coach leaders on effective handling, delivery and follow-up with employees
- Handle sensitive human resources issues with confidentiality, professionalism and an applicable knowledge of legislation
- Prepare HR related communications and correspondence i.e. employment letters, performance improvement plans, disciplinary letters, termination letters, etc.
- Effectively management disability claims, accommodation requests and facilitate return to work plans
- Participate in the development, implementation and interpretation of human resources policies, procedures, programs
- Conduct exit interviews, and prepare related analysis and recommendations
- Works on other HR projects and performs other related duties as required/assigned

YOU possess

- Bilingualism in English and French (oral and written) is required
- Post secondary education in Human Resources with a minimum of 5 years experience working in a Human Resources Generalist capacity, preferably in a unionized environment, or an equivalent combination of education, training and experience
- Ability to work in a fast paced and highly confidential environment, dedicated to superior customer service
- Excellent oral and written communication skills, with interpersonal and collaborative skills, the ability to build healthy working relationships, and the ability to deal effectively with employees at all levels
- Experience in researching and providing advice and guidance on HR issues
- Experience in drafting HR related communication and correspondence
- Working knowledge of relevant provincial legislation: Employment Standards, Human Rights Code, Pay Equity, Labour Relations Act, Workman's Compensation, Health and Safety etc
- Strong conflict resolution skills
- Effective project management, prioritization, multi-tasking, organizational and time management skills
- Proficiency working with HRIS systems such as Dayforce HCM System an asset
- Proficiency with MS Office - Word, PowerPoint, Excel, Outlook

Candidates are invited to submit their resume to Human Resources
by e-mail to: jobs@outfrontmedia.ca or by fax at (416) 255-5714 by Friday, August 23, 2019.

'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'