



**EMOND
HARDEN**

LABOUR & EMPLOYMENT LAW
DROIT DU TRAVAIL ET DE L'EMPLOI

Founded in 1987, Emond Harnden has by far the largest group of lawyers specializing in labour and employment law in the National Capital Region and is one of Canada's largest boutique style labour and employment law firms which exclusively represents the interest of management for public or private sector employers, in both official languages. The success of our firm is based on our founding partners' early recognition that clients need more from their labour and employment law counsel than the provision of representation in litigation matters. Our clients get a partnership with a trusted human resource advisor that will provide them with timely, proactive, strategic advice resulting in few matters proceeding to litigation and also resulting in a greater likelihood of success in regard to those matters that do proceed to litigation. The shape of the labour and employment landscape is ever-changing, and we can help. Emond Harnden is currently seeking a dynamic individual to assume the role of

Human Resources Manager

Under the direction of the Chief Operating Officer, the Human Resources Manager is an integral role responsible for supporting the HR function within the Firm. You can handle a variety of responsibilities in an organized and professional manner, working on multiple assignments with a high degree of autonomy and producing high quality deliverables. Proficient at developing relationships both internally with our Partners and staff, and externally with schools and candidates, you are the key point of contact for providing advice, guidance and support on all matters related to Human Resources. You demonstrate a strong employee and client service focus while initiating and executing a variety of human resources and administrative functions including managing the full cycle of recruitment and selection, onboarding, employee engagement, compensation and benefits, employee relations and payroll functions. You will also provide strategic and operational HR support to the Firm's Management Team through the creation of the annual HR Operational Plan. Confidentiality and discretion in communications are imperative, as well as excellent project management skills and an ability to readily adapt to changing priorities.

As a well-qualified candidate, you are an energetic and highly motivated individual with 5 years' related Human Resources experience, with particular expertise in recruitment and employee relations. You enjoy working in an innovative, challenging, and collaborative culture, and have the drive to partner with the COO and Management Team to succeed in realizing the Firm's business goals. Possessing completion of a diploma or degree in HR Management, Business Administration, or other related program, and working towards a Certified Human Resources Professional (CHRP) designation (currently or in progress) will be definite assets. Superior verbal and written communications skills, as well as strong knowledge of MS Office will also be assets. Experience working in a professional services environment would also be positively considered.

Should you wish to learn more about this unique leadership opportunity, please call Mike Lupiano in strictest confidence, at 613-862-2999, or email your CV and letter of introduction to:

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www.lupianosearch.com

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