

## Human Resources Manager

Victoria, BC

\$85,000-\$95,000

On behalf of our client, The Original FARM, we are searching for an HR Manager to join their dynamic and rapidly growing team. The Original FARM has been providing safe access to cannabis since 2015, offering a discreet and professional environment with a client-focused approach in high-volume retail settings. With stores in Victoria, Langford, and Duncan, they boast the largest selection of cannabis products on southern Vancouver Island. Their mission is to empower customers by providing honest advice, utilizing innovative technology, and sharing a love for cannabis, continuing their role as industry leaders.

Reporting to the Chief Financial Officer, The HR Manager will be responsible for supporting all HR functions, including developing policies and procedures, and ensuring compliance with municipal, provincial, and federal laws and regulations. This role will involve providing guidance to the HR Coordinator and will oversee all aspects of the HR department such as recruitment, onboarding, time & attendance, and benefits administration. The HR Manager will be the key driving force towards fostering a work environment that delivers top-tier results. The person in this position 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 position is suited for an individual with exceptional organizational and interpersonal skills, who is driven to lead in fostering employee relationships and implementing best practices and industry standards within the field of Human Resources. As a key member of the leadership team, you will be responsible for overseeing the Human Resources department. Some travel within the Island may be required for this role. The candidate should also be comfortable working independently within the HR domain.

### Key Responsibilities

- Full circle HR functions for a partly unionized workforce
- Assist the executive team as required in matters related to employment law and best practices for both unionized and non-unionized environments
- Review of payroll input and benefits administration
- Update policies and procedures as directed
- Maintain onboarding and offboarding document folders and employee files
- Evaluate and address training requirements within the company for employees and facilitate the coordination of relevant activities
- Produce and submit reports on HR activity
- 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
- Support and leadership or HR Coordinator role
- Assist with planning events, both internal and external
- Other duties as required

### Skills and Qualifications

- Bachelor's Degree in Human Resources, or equivalent
- 3+ years' Human Resources experience, ideally in a retail environment
- CPHR designation, as well as labor relations experience in a unionized environment are great assets
- 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
- 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 to forward your resume to [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca). We thank all candidates for their interest however only those selected for an interview will be contacted.

