



<b>Position Title</b>	Human Resources Manager
<b>Status</b>	Permanent, Salaried
<b>Reports to</b>	Vice President of Operations
<b>Location</b>	225 Select Ave., Toronto
<b>Apply to</b>	people@canfitpro.com

**About canfitpro:**

canfitpro is the largest provider of education in the Canadian fitness industry. Founded in 1993, canfitpro delivers accessible, quality education, certifications, conferences, trade shows, and membership services. canfitpro's over 23,000 members include some of the world's finest fitness professionals, health club operators, industry suppliers, and fitness consumers.

**canfitpro is an equal opportunity employer who recognizes the value and benefit of diversity, we aim to build teams that represent the communities we support. We are excited to consider applicants from all races, ethnicities, religious affiliations, gender, gender identity, sexual orientation, age, ability and body type. Upon request, we will make accommodations available during the recruitment process to applicants with disabilities.**

**What is a Human Resources Manager?**

As canfitpro's Human Resources Manager, you will be responsible for providing support for all aspects within the Human Resources field. The HR Manager will ensure compliance with labour laws and employment practices and will manage HR strategies, policies and procedures. The HR Manager will be responsible for completing all recruiting functions, creating and delivering training to employees, as well as implementing and overseeing retention and engagement programs. Working with stakeholders within the organization and advising on progressive discipline, employment law and termination matters.

**What will I be doing?**

- Act as main resource and contact for all People policies, Employment Standards Act legislation, interpretation, ensuring compliance, and proper administration inquiries for specific departments
- Provide strategic business partnership and coaching to people leaders at all levels
- Support our leadership team through all People Team processes, including talent development, performance management, employee relations, change management and organizational design
- Manage and resolve complex employee relations issues, and conduct effective, thorough and objective investigations as necessary
- Complete all employment contract requests and employment contract related questions
- Support and train leadership with disciplinary and termination documentation for associates through performance improvement process
- Support the review of compensation and wage increases related to performance evaluations



- Complete all employment contract requests and employment contract related questions
- Design and facilitate various training sessions relating to Human Resources as needed, as well as
- Champion all People related initiatives relating to retention and engagement, measure results and success for future decision making and budgeting
- Recruit and train new employees, conduct interviews with candidates as well as conduct welcome and on-boarding training for new Associates
- Oversee all Office related matters, including communication with property management regarding repairs needed, ordering supplies, upholding health and safety
- Responsible for the health and safety program including AODA compliance update and audit

### **Do you have what it takes?**

- Embodies canfitpro's Values: Customer Mindset, Commitment, Curiosity, Cultivate a Passion for Fitness
- 5+ years experience in HR, with 2+ years in a Business Partner role working directly with Executive Leadership
- In-depth knowledge of Ontario employment laws, practices, regulations, recruitment, and compensation
- Demonstrated experience navigating ambiguity and skillful at balancing business needs with HR best practices
- Ability to build effective partnerships across the business with all levels
- Experience driving key programs and processes (performance management, labour design and planning, leadership coaching, employee relations/conflict resolution, rewards, recognition and engagement etc.)
- Previous fitness industry background and experience would be an asset

### **Working Conditions**

- This position is based out of canfitpro Home Office at 225 Select Ave. Toronto
- Office setting with Monday to Friday working schedule, evenings and weekends as required
- Occasional off-site work and travel required
- During COVID, Associates are being asked to work remotely

### **Why work for canfitpro?**

- To help lead canfitpro in its **purpose**—to inspire healthy living through fitness education.
- FREE Fitness membership for you and a friend or family member
- Group benefits plan designed to meet employees' basic and life-changing benefit needs
- Fun and energetic atmosphere to come to every day!