

<b>Description</b>	
<b>Job Title</b>	Human Resources Operations Manager
<b>General Accountability</b>	<p>Our mission is to Profoundly change the standard of care by creating a tomorrow where clinicians can confidently ablate tissue with precision; a tomorrow where patients have access to safe and effective treatment options, so they can quickly return to their daily lives. Changing the standard of care is part of our fabric. We are a group of energetic, problem-solvers focused on innovation, and looking to change the world. We are changing the paradigm for treating diseases such as prostate cancer by using real-time MR Imaging, thermal ultrasound and close-loop temperature feedback control, to gently ablate the diseased tissue with minimal side effects.</p> <p>If you share our values and want to work in a collaborative results focused culture and want to make a Profound impact in healthcare and your career, here is your chance.</p> <p>The Human Resources Operations Manager manages all aspects of HR Operations and Administration. This consists of the full recruitment cycle, new employee HR orientation, preparing, tracking, analyzing and maintaining and disseminating HR information as well as timely and accurate reporting of employee data to payroll each pay period as well as timely and accurate reporting of payroll information to the Payroll department for processing. Confidentiality, integrity and strong attention to detail are crucial for this role. This position will also participate in other human resources initiatives including metrics analysis, total rewards offering, employee relations and development of recognition programs.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manages and participates in the full end to end recruitment process</li> <li>• Advise employees and managers on policies and procedures and relevant legislation and ensures adherence</li> <li>• Ongoing management and improvement of the effectiveness of all HR processes</li> <li>• Support and maintain human resources information either manually or in HRIS system such as new hire entry; employee data changes; and termination processing; ensure accurate and up to date employee data is maintained; and develop and update employee files</li> <li>• Manage and administer all company’s benefits programs including health insurance, dental insurance, including enrollment, status changes, terminations, and leaves</li> <li>• Act as a liaison between employees and insurance providers/third party administrators to resolve benefits-related problems</li> <li>• Coordinate and support the 90 day probationary period, annual review process, and personal development plans</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete and manage both the onboarding and offboarding process</li> <li>• Assist in responding to employment verifications and other people-related data requests</li> <li>• Collaborates with the U.S and International HR liaisons to establish operational standards and procedures that are leveraged to respond to employee and manager questions; and to ensure transactions are processed accurately and human resource programs and processes are implemented and administered effectively and efficiently</li> <li>• Adhere to and promote the adherence to all Corporate policies including Quality, Pandemic and Health and Safety policies and procedures</li> <li>• Other duties as required</li> </ul>
<b>Competencies</b>	
<b>Education</b>	Bachelor’s Degree in Business or HR
<b>Certifications</b>	Post Graduate Human Resources Certificate required
<b>Key Attributes (experience, skills and technical knowledge)</b>	<ul style="list-style-type: none"> <li>• 5-7 years in progressive HR experience</li> <li>• Previous International experience an asset</li> <li>• Must be able to handle confidential information in an ethical and professional manner</li> <li>• Excellent interpersonal skills, ability to build relationships at all levels</li> <li>• Self-starter with the ability to multitask in a fast paced, deadline driven environment</li> <li>• Highly detail oriented, ensuring accuracy and understanding of relationships between processes</li> <li>• Working knowledge of country, province, state and local legislation, laws and regulations</li> <li>• Understanding and practicing at all times laws concerning privacy and confidentiality</li> <li>• Strong knowledge implementing and working with HRIS system with ability to prepare import/export data for systems</li> </ul>