

Associate Human Resources Manager

Astellas Pharma Canada is currently searching for an Associate Human Resources Manager.

Description

Responsible for managing human resource policies and programs that support achievement of the company's business objectives. Manages human resources activities for assigned organizations within Astellas functioning as a 'generalist'. Remains informed of provincial and federal laws and regulations and competitive practices, ensuring the company's policies and programs conform to laws and regulations and are designed to attract and retain employees.

Partners with management within Astellas, in support of business objectives. Serves as an employee advocate on business issues.

Essential Job Duties

1. Works with management to ensure that staffing goals are aligned with business needs. Manages the recruitment strategy including, job posting, recruiting, screening, interviewing and reference checking. Participates and provides recommendations in the selection process. Coordinates appropriate communications. Maintains employee referral program. Establish credibility throughout the organization.
2. Works with management to proactively identify HR issues and creative solutions to support the business needs. This may include conducting exit interviews, and/or analyzing exit interview trends. Coaches managers and employees as appropriate, and serves as an employee advocate when appropriate. Develops, proposes, and implements plan to address issues. Responds to manager and employee questions using independent judgement.
3. Manages the implementation of the Disciplinary Action Policy for assigned organizations with Director oversight. This includes managing investigations and working with managers and employees to address performance concerns. Drafts final recommendations on disciplinary action with Director.
4. Ensures that human resources policies and programs assist managers in attaining business objectives for assigned organizations. Protects interests of employees in accordance with company's policies and applicable labour, and pay and benefits laws and regulations.
5. Manages the implementation of the Performance Management System for entire organization. This includes working with compensation ensuring accurate and timely submissions and payments.

6. Works with Commercial Operations to ensure timely calculation and processing of all Sales Incentive payments twice annually.
7. Prepares budgets including headcount and employment costs and MTP submissions for assigned organizations.
8. Oversees and ensures the timely and accurate processing of Astellas Canada payroll, as well as the timely and accurate filing of payroll related taxes.
9. Oversees all benefit administration deliverables.
10. Oversees SAP HRIS data entry and reporting.
11. Performs other duties as assigned.

Required Qualifications

- University degree in a related discipline (e.g. Business, HR Management) or equivalent experience.
- Minimum 5 years of directly related HR generalist experience preferably in the pharmaceutical industry.
- Previous payroll experience.
- Must have an understanding of employment law.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office.

Preferred Qualifications

- Additional specialized training, CCP or CHRP designation.
- Knowledge of job evaluation systems.
- Bilingual English and French.

If your skills and experience match our needs, please email your resume to:
employment@astellas.com.

Astellas Pharma Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

No telephone inquiries, in-person applications, or agencies please. While we appreciate all applications, only candidates under consideration will be contacted.