



Example of People Job Description

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Our growing company is searching for experienced candidates for the position of people. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for people

- Work closely with the BU People Director and People Experience team when shaping future Organisation Design, to make sure we have the right capability, aligned and organised in the best possible way to deliver our Strategy
- Act as a visible advocate and role model for our purpose and values, creating an environment where our values are consistently demonstrated through their own and their business teams behaviours
- Own and support the development of talent throughout the business
- Offer letters
- Immigration/Mobility Letters
- Transfer letters
- Support HR Director in tasks that may include policies, procedures, processes, internal communications
- You support the team in responding to all HR processes within agreed standards and SLA`s
- You complete transactions as accurately as possible
- You are implementing new ideas to ensure the success of the People Services team

Qualifications for people

- Successful experience scaling an organization during a rapid growth phase
- Familiarity with a wide range of HR and Recruiting policies, practices, and

- Exceptional business acumen and ability to quickly understand complex business needs and translate these into actionable operating principles for the People team
- Enjoys a “roll up your sleeves” environment
- Passion and personality that exudes warmth, help, caring and experience
- Toronto, Ontario