



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

HUMAN RESOURCES GENERALIST

Full-time, 35 hours/week

You're bright and knowledgeable, with a passion for people and tenacity to succeed. You're looking for a robust, varied HR role and you won't let this one slip through your fingers.

We're looking for someone just like you.

We're the [College of Massage Therapists of Ontario](#), and we're offering you this opportunity. If you are excited about using your full range of HR skills as our dedicated Human Resources Generalist, then we want to hear from you.

Human Resources Generalist

Your goal in this position is to administer a true HR function within the College. You will examine our current HR practices and develop policies and programs to provide structure and foster a positive and collaborative culture. Your professional experience will equip you to implement procedures that will allow us to do what we do better and more efficiently.

In this role, you'll provide strategic and functional management of training and development, employee relations, onboarding, policy review and revisions, wellness, and employee recognition for nearly 40 employees. This is a hands-on, tactical role, where your success will depend on your ability to inspire confidence, and bring a highly positive, energetic, and approachable attitude towards the HR function.

Practically speaking, your responsibilities will include:

- Advise and assist management and staff on interpretation and administration of human resources policies, programs, and relevant legislation
- Administer employee training and development including new hire orientation, performance reviews, exit interviews, and ongoing skills development
- Manage all employee files and documentation, and maintain the highest level of confidentiality
- Implement, monitor, and maintain HR metrics, and prepare/present regular reports to the executive director and board of directors
- Lead the recruitment process including generating postings, screening candidates, conducting interviews and facilitating the onboarding activities
- Respond to employee inquiries on HR policies and procedure, and establish strong relationships across all levels of the organization
- Coordinate the administration of our group benefits plan
- Provide support to the health and safety team and related H&S programs

College of Massage Therapists of Ontario

1867 Yonge Street, Suite 810
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):
1-800-465-1933

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You'll be great at this role because you can work independently and effectively problem solve, make decisions, and cultivate HR as a strategic partner in the business.

Working at CMTO

This is a full-time permanent position working from our office in the Davisville neighborhood, just steps from the Davisville subway.

This is a terrific opportunity for someone who is looking to build a career in a highly varied and interesting role within a growing non-profit organization. You'll find lots of opportunities for personal growth and development. Our team is collaborative, respectful, with high emotional intelligence (and a great sense of humour!).

If this role sounds like your idea of meaningful work, then we can't wait to meet you.

Qualifications

- Post-secondary degree or diploma in human resources, business administration, organization development or a related field or equivalent
- Hold a professional HR designation i.e. CHRP or CHRL
- Proficiency with principles and practices of human resources administration
- Demonstrated experience with full cycle recruitment, training and development, change management and health and safety
- Demonstrated experience creating programs, policies and guiding organizational development
- Solid knowledge of provincial and federal requirements and regulations, as related to employment law
- Strong computer skills, including MS Office and HRIS applications

How to Apply

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results. To apply: <https://www.fitzii.com/apply/34934?s=fc>

We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us with the "Help" button in the application.

We will review applications as they are received and look forward to hearing from you.

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