

## **Job Description: HR Specialist**

**Job Title:** HR Specialist

**Area:** QPS Corporate

**Location:** Toronto (Hybrid Work Options available).

**QPS** Evaluation Services Inc. ([www.qps.ca](http://www.qps.ca)) is a leading provider of third-party product approval services to a variety of customers and industries, locally and globally.

QPS, as part of the Applus Laboratories (<https://www.applus.com/global/en/>) is now in a growth mode and is looking for talented individuals to be a part of the engaged workforce.

**Overview:** We are seeking a dedicated HR Specialist to join our team and provide comprehensive support across various HR functions including hiring, payroll administration, job description development, HR metrics analysis, interview process optimization, benefits administration, performance management, appraisal processes, Employee Handbook maintenance, employee engagement surveys, and more. The ideal candidate will have a strong HR background, exceptional organizational skills, and a proactive approach to enhancing employee experience and organizational efficiency.

**Reporting Structure:** This position reports directly to General Manager.

### **Responsibilities:**

- **Develop and implement human resources policies**
- **Recruitment and Hiring:**
  - Coordinate and manage the full recruitment lifecycle, from job posting to candidate selection and onboarding.
  - Work closely with hiring managers to define job requirements, develop job descriptions, and conduct effective interviews.
  - Ensure a positive candidate experience throughout the recruitment process.
- **Payroll Administration:**
  - Process payroll accurately and timely, ensuring compliance with company policies and legal requirements.
  - Address payroll-related inquiries and issues promptly and confidentially.
  - Maintain payroll records and ensure data integrity.
- **Job Description Development:**
  - Develop and update detailed job descriptions that accurately reflect roles, responsibilities, and required qualifications.
  - Collaborate with department heads to ensure job descriptions are aligned with organizational goals and evolving needs.
- **HR Metrics and Reporting:**
  - Compile and analyze HR metrics such as turnover rates, recruitment metrics, and employee demographics.
  - Prepare regular reports and presentations to management based on HR data analysis.
- **Interview Process Optimization:**
  - Design and implement effective interview processes, including behavioral and competency-based interviewing techniques.

- Train and support hiring managers on interview best practices and compliance with employment laws.
- **Benefits Administration:**
  - Administer employee benefits programs, including health insurance, retirement plans, and other benefits offerings.
  - Assist employees with benefits enrollment, changes, and inquiries.
- **Performance Management and Appraisal Processes:**
  - Support the performance management cycle, including goal setting, performance reviews, and development planning.
  - Provide guidance to managers and employees on performance management processes and tools.
- **Employee Handbook and Policy Compliance:**
  - Maintain and update the Employee Handbook to ensure compliance with federal, state, and local employment laws.
  - Communicate changes in policies and procedures to employees and management.
- **Employee Engagement and Surveys:**
  - Coordinate employee engagement initiatives and conduct surveys to assess employee satisfaction and morale.
  - Analyze survey results and recommend strategies to enhance employee engagement and retention.
- Other duties as assigned.

**Requirements:**

- Proven experience as an HR Specialist, HR Generalist, or similar role with a focus on the mentioned responsibilities.
- In-depth knowledge of HR functions, policies, and best practices.
- Experience with HRIS systems and proficiency in MS Office Suite.
- Strong analytical skills with the ability to interpret data and make actionable recommendations.
- Excellent communication and interpersonal skills, with a focus on confidentiality and professionalism.
- Bachelor's degree in Human Resources Management, or a related field (or equivalent experience).

**Preferred Qualifications:**

- HR certification (e.g. CHRP).
- Experience with benefits administration and familiarity with benefits enrollment platforms.
- Ability to manage multiple priorities and adapt to changing organizational needs.

**Benefits:**

- Competitive salary and comprehensive benefits package.
- Opportunities for professional development and growth within a dynamic organization.

**How to Apply:** Please submit your resume and cover letter outlining your qualifications and interest in the position. We look forward to reviewing your application and discussing how you can contribute to our company's success.