



Canadian
Administrator of
VRS (CAV), Inc.

Administrateur
canadien du
SRV (ACS), inc.

Human Resources Director (Full-time)

JOB DESCRIPTION

Purpose:

The Human Resources Director oversees the planning, development, and management of all human resources aspects. Their primary responsibility is to ensure an organization's workforce is aligned with CAV goals.

Reports to:

Executive Director

Responsibilities:

- Develop organization strategies by identifying and researching human resources issues.
- Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, and compensation.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, and counselling staff.
- Support management by providing human resources advice, counsel, and decisions.
- Guide management and employee actions by researching, developing, writing, and updating policies.
- Ensure compliance with federal, provincial, and local legal requirements by studying existing and new legislation.
- Manage coaching, training and mentoring for employee development.
- Oversee performance management.
- Lead succession planning efforts.
- Manage and maintain employee records.
- Serve as the subject matter expert and point of contact for Human Resources policies and programs, including CAV's group benefit plans.

Experience and Qualifications:

- Bachelor's degree in human resources management or a related discipline
- 5+ years of experience in human resources management
- Fluency in English (knowledge of ASL, French, or LSQ is an asset)
- Results-driven, action-oriented, and self-motivated mindset
- Strong analytical and problem-solving skills
- Positive attitude and strong leadership skills
- Collegial working style and excellent interpersonal skills
- Proficiency in MS Office programs – Word, Outlook, and PowerPoint with advanced Excel skills



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Location:

Ottawa or remote

Should you be interested in applying, please submit your resume and cover letter to Suzanne Laforest, Executive Director, by email at ExecDirector@cav-accs.ca . The position will be open until filled.

Individuals who are Deaf, DeafBlind, and Hard of Hearing are encouraged to apply.

The Canadian Administrator of VRS (CAV), Inc. (www.cav-accs.ca) is a not-for-profit telecommunication services company that has been mandated by the Canadian Radio-television and Telecommunications Commission (CRTC) to design, implement and oversee the delivery of video relay service (VRS) in Canada.