

# Human Resources Manager

Skilled Trades College (STC) is seeking a driven and people-focused Human Resources Manager to join our team. This is a foundational HR role — the first dedicated HR hire at STC — offering a unique opportunity to build, shape, and grow the HR function from the ground up. You'll have the chance to make a real impact by developing hiring strategies, implementing processes, and supporting a talented and passionate team that's changing the face of trades education in Canada.

We're looking for a proactive professional with 2–3 years of HR experience, strong recruitment and interviewing skills, and the confidence to lead HR initiatives independently in a collaborative, fast-paced environment.

This is a full-time, in-office role, located in Vaughan, Ontario.

## About STC

**Skilled Trades College** is a leading private career college dedicated to providing hands-on, practical training for students pursuing careers in the skilled trades. With multiple campuses across Ontario, STC is committed to helping students develop the technical skills, confidence, and professionalism required to thrive in today's construction and trades industries. Our programs are developed in collaboration with industry leaders and designed to prepare graduates for real-world success.

Learn more about us at [www.skilledtradescollege.ca](http://www.skilledtradescollege.ca)

## Culture

At Skilled Trades College, we are passionate about empowering people through practical education. We're aligned with CIBC, Rona and the UFC. Our brand ambassadors include Georges St. Pierre and Scottie Barnes. As much as we're about helping our students go on their championship journey, it's the same for the people at STC. We give a lot and we expect a lot.

## About You

### Traits

List a number of qualities and traits that a top candidate should possess.

- Approachable, trustworthy, and discreet with confidential information

- Self-motivated and comfortable working independently
- Excellent communicator with strong interpersonal skills
- Organized, detail-oriented, and proactive in problem-solving
- Empathetic, fair, and adaptable to changing needs

The ideal candidate has a lot of exposure in an HR team and sees this as an opportunity to spread their wings and own the HR department.

### **Abilities & Skills**

Provide a specific list of skills a successful candidate would possess.

- Proven ability to manage end-to-end recruitment, including job postings, screening, interviewing, and onboarding
- Knowledge of employment legislation and HR compliance in Ontario
- Knowledge of health and safety compliance within Ontario workplaces
- Strong administrative and documentation management skills
- Ability to provide guidance on employee relations, policies, and performance management
- Proficient in ATS and HRIS systems
- Exceptional time management and prioritization abilities

### **Experience**

If there are specific levels or durations of experience associated with the above skill sets, outline them below.

- **2–3 years of experience** in Human Resources, ideally in a generalist capacity
- Demonstrated experience with **recruitment, interviewing, and onboarding** processes
- Prior experience working in education, trades, or small-to-medium business environments is an asset

### **Excellent to Have**

- CHRP or CHRL designation (or in progress)
- Experience with HRIS or ATS platforms
- Exposure to benefits administration and payroll coordination

### **About the Role**

As the **Human Resources Manager**, you will oversee and execute all HR functions at Skilled Trades College. You'll work to build a talented team and act as the key point of contact for all HR matters, ensuring policies and procedures are implemented effectively while maintaining a positive, compliant, and engaged workplace culture.

- **Recruitment**
  - Lead and manage the full recruitment cycle for all open roles across the organization, with a focus on identifying and attracting top talent in education and trades-related positions
  - Partner with hiring managers to understand staffing needs and develop effective job descriptions and sourcing strategies
  - Post and manage job ads across multiple platforms, leveraging digital channels and professional networks to increase candidate flow
  - Screen applicants, conduct phone and in-person interviews, coordinate hiring panels, and manage reference checks
- **Onboarding**
  - Coordinate and facilitate all aspects of the onboarding process to ensure new hires are set up for success
  - Prepare new hire documentation and ensure compliance with employment standards and internal policies
  - Work with managers to ensure new employees have the tools, training, and introductions they need to thrive
- **Employee Relations & HR Queries**
  - Provide day-to-day HR support to managers and employees, including guidance on policies, performance, and employee relations
  - Foster a respectful, inclusive, and compliant workplace
- **HR Operations & Compliance**
  - Maintain accurate HR records and ensure compliance with Ontario employment laws
  - Administer employee files, contracts, and benefits information
  - Collaborate with leadership to enhance HR processes and identify opportunities for improvement

## **Compensation**

- Salary range 80K - 110K
- Growth and development opportunities
- Vacation time
- Benefit coverage