



Company and Role Overview

For more than 60 years Blum has been manufacturing superior quality hinge systems, drawer runners and lift systems that enhance user convenience in the kitchen and other living areas. We are a family-owned business that values integrity, honesty, hard work, and dedication.

Over the decades our product range has grown and so has the company. Through advanced product development and cutting-edge innovation, Blum strives to surpass customer expectations.

We believe our success is due to our employees' identification with the company, their readiness to perform and capacity to learn.

For more information, please visit www.blum.com

Qualification's Highlights

Blum Canada, a subsidiary of Julius Blum GmbH is seeking a highly motivated Human Resources Business Partner, reporting to the Managing Director while working very closely with many internal stakeholders.

The successful candidate will be able to demonstrate:

- HR Generalist skills with specific strengths in recruitment, on-boarding, employee development, training, and employee relations. (Min 3 Years)
- Sound knowledge of HR management fundamentals, principles, and concepts, thorough knowledge of legislation and regulatory rulings impacting HR.
- Payroll processing experience would be desirable.
- Excellent verbal, written and relationship management skills, ability to interact at all levels of the organization.
- Strategic capability, proven critical thinking and problem-solving skills.
- Positive, "can-do" attitude providing an ability to deal with challenging situations.
- An individual of unquestioned business ethics and personal integrity, act responsibly and respect company guidelines and procedures.
- Always maintain a professional relationship with work colleagues and customers.
- Expected evidence of education/professional development would include a degree or diploma in Human Resources Management, CHRP/CHRL designation, active member of the Human Resources Professionals Association (HRPA).



Position summary

This role will support Blum Canada by leading full cycle recruitment, training and development, employee relations issues, payroll processing using an external provider, assisting in rolling out programs/initiatives and providing general HR business support.

The successful individual will be able to demonstrate experience as an HR generalist and be versed in leading edge HR practices within a corporate environment. This individual will work in a team setting to enhance the organization's HR delivery with a focus on quality, timeliness, collaboration, communication, and providing positive solutions to difficult problems facing the business.

Some travel is required within Canada or the Americas Region.

Duties

Employee relations, Training and Development, HR transactions, Full-cycle recruitment, process, and project support

- Ensure the company values and orientation are fostered within the subsidiary, supporting managers and employees in understanding the company orientation through tools that are available.
- Provide expertise, guidance and coaching to Leaders in managing highly sensitive and complex employee relations matters (performance improvement, progressive discipline, terminations, etc.). Address and resolve employee concerns, conflicts, and disciplinary issues in conjunction with and under the guidance of the Managing Director.
- Manage employee relations and performance management matters, including employee exits, disciplinary action, complaint investigations. Handle legal matters related to Human Resources such as investigations and documentation always in collaboration with Managing Director of Blum Canada.
- Foster employee engagement by collaborating with head of departments in implementing initiatives to enhance employee engagement and satisfaction.
- Stay informed about local labour laws and regulations to ensure organizational compliance. Introduce at a local level, HR policies and processes in accordance with our head office – Julius Blum GmbH (Blum Austria). Present and explain essential HR policies, documents, processes on a regular basis to all employees.
- Keep up to date with trends and best practices in Human Resources.
- Be responsible for Human Resource projects - both local and global initiatives along with their implementation within Blum Canada in accordance with the Managing Director.
- Be involved in Human Resource projects - with local and global specialists within the Americas region in accordance with Julius Blum GmbH and the Americas Regional goals.
- Acts as the main point of contact for all HR inquiries from the corporate group.



- Maintain regular Trainings to all Blum employees using tools provided; Blum Orientation, Blum Path including Employee Development Dialogue, Team Dialogue etc. to ensure the company values and culture are embedded in our daily work life.
- Collaborate with head of departments and work on identifying opportunities for employee's professional development and career goals, using tools within the Blum Path framework.
- Prepares and submits job requisitions and ensures job postings meet external brand standards. Posts jobs using internal as well as third party tools and services.
- Conducts preliminary screening and filtering of job applications. Ensures candidates are actively managed in HR software – processes workflow steps, captures comments and notes from conversations and manager feedback.
- Participates in phone and virtual/in-person interviews.
- Prepares employment offers and new hire packages for review and approval supported by the Managing Director.
- Coordinates with new employees and hiring managers to ensure a smooth onboarding/offboarding process and positive employee experience.
- Takes care of administrative items associated with employee transactions – prepares draft offer letters, initiates background and reference checks, administers leaves of absence, processes new hire details into HR software and payroll, submits offboarding requests, and other HR information updates as needed.
- Prepares and/or proofs documents, letters, employee communications and internal announcements.
- Generates monthly and ad-hoc reports as needed, often integrating data from several sources.
- Maintains employee electronic files and hardcopy files. Maintains document management structure and ensures ongoing organization of documentation, including processing of Personal Leave and vacation data.
- Takes a continuous improvement perspective on routine and non-routine tasks – looks for better/more efficient ways to accomplish the work.

Organisational Development

- Contribute towards regional projects within Americas region to align with organizational goals and strategies.
- Support and collaborate with Organizational Development (OD) specialists with the Americas region to deliver both regional and global strategies.
- Develop and deliver local and regional workshops - both onsite and in a digital format where required.
- Work with International Leadership Network (ILN). Provide onboarding to new members and actively engage in the ILN. Proactively collect and coordinate ideas and initiatives from the region to incorporate into the ILN in accordance with the yearly plan.
- At all times this must be done in accordance with agreed business plans and the Managing Director of Blum Canada and Americas Regional Director.



Other

Provides support for and participates in the delivery of company/team events as needed.

Actively participate in the Social, Wellness events, and initiatives.

Blum Canada is an equal opportunity employer dedicated to building an inclusive and diverse workforce. We will provide accommodations during the recruitment process upon request by emailing the hr.ca@blum.com

Be a part of a culture that fosters growth, diversity, and inclusion.

If you're interested in applying, please submit your cover letter and resume at hr.ca@blum.com