



ALMAG Aluminum
 SMARTER · BETTER · FASTER



RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

DIRECTOR – HUMAN RESOURCES

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Since 1953, ALMAG Aluminum has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality solutions with short lead times.

Head office and main manufacturing facility is in Brampton, Ontario with operations in Ardmore, Alabama, USA. The culture is tight knit, family based and one of ‘doing whatever it takes’. Our core values which drive our workplace environment are: respect and fairness, humility, passion for progress and ownership. Considerable growth has been achieved in the past several years and the future outlook for growth is very promising indeed. The enviable culture is flexible, professional and relaxed, yet keenly focused on quality and the customer with a steady track record of growth and success.

THE OPPORTUNITY

This is an excellent and rare opportunity to join a dynamic industry leader and one of Canada’s Best Managed Companies as the Director of Human Resources, leveraging leading edge human resources management practices as a key building block for future growth and to position the company for the next generation in terms of size, capability and financial performance. The opportunity will allow the individual to utilize their proven HR leadership skills, knowledge and vision, to support strategic business plans over the long term. The HR Director will partner with the executive leadership team in clearly understanding the business objectives and providing direction in how to effectively manage and lead human resources in the business to support those objectives.

The role of Director of Human Resources at ALMAG is brand new and will allow for the right candidate to strategically position the company with HR management and leadership becoming a clear strategic competitive advantage for ALMAG, its employees and its customers.

Specifically, the HR director will be responsible for all HR policies and procedures, employee relations, recruitment, performance management, training and development and HR strategic planning functions.

Reporting to the General Manager and Executive Vice President, you will be a member of the Senior Management Team and lead the Human Resources team for all locations.

RESPONSIBILITIES

RECRUITMENT

- Develop end to end recruitment processes, to source, attract and retain talent
- Train managers on effective recruitment processes
- Champion behavioural interviewing methodologies
- Source, screen, interview/assess, reference, select required resources
- Develop manpower plans in line with projected company growth
- Partner with external recruitment vendors as required
- Prepare offers of employment
- Manage employee referral programs
- Manage social media platforms from a recruitment perspective

EMPLOYEE RELATIONS

- Champion of core values, leading by example in exhibiting the 4 core values
- Coach the leadership and management teams to build strength in teamwork, motivation and organizational effectiveness
- Develop robust talent management plans to attract, retain, develop, and engage employees
- Maintain a pulse on employee issues/concerns through engagement surveys and employee feedback then provide recommended actions to Senior Management to maintain positive employee engagement

TRAINING & DEVELOPMENT

- Train Managers on all aspects of contemporary people management practices: coaching, providing feedback, delegation
- Conduct training needs assessments and work with managers to develop in-house training solutions where practical, for all employees
- Conduct train the trainer sessions for managers and supervisors
- Knowledge of adult learning theory
- Assist managers with the selection and contracting of external training vendors
- Assist with the development and management of the corporate training budget

HEALTH & SAFETY

- Oversee the company's Health and Safety program across all facilities
- Coordinates employee benefit programs including "return to work" programs
- Ensure legal compliance is maintained including WSIB program management, disability management, workplace inspections, health & safety training, etc.

PERFORMANCE MANAGEMENT

- Develop strategies for the ongoing implementation and enhancement of performance management, leadership and management development, talent acquisition and retention programs
- Prepares and maintains position job descriptions
- Manages the separation of employees and application of appropriate severance agreements
- Manages employee training and development programs
- Facilitates succession planning processes

COMPENSATION & BENEFITS

- Develop and maintain total compensation programs that will attract and retain a high quality workforce and drive the performance of the business
- Manage the employee benefit programs including cost containment initiatives, market benchmarking, and recommendations for plan design changes, administration and annual reviews
- Provides guidance to employees on matters pertaining to benefits

COMMUNICATION AND ENGAGEMENT

- Act as a coach and mentor to Leaders and high performing colleagues pertaining to their overall career development and progression

- Develop and execute employee communication strategies
- Ensure execution of all employee programs (service awards, rewards and recognition, etc.)

HR STRATEGY

- Develop and deliver the HR strategy in alignment with business objectives
- Attend regular Senior Management Team meetings and report on current HR issues/solutions as appropriate, ensure operational issues are reflected in the HR strategic planning process

ADMINISTRATION

- Spearhead the integration activities for acquired organizations, including payroll, benefits, programs, policies, etc.
- Ensure that the interests of employees and company are considered in accordance with HR policies, and applicable government laws and regulations
- Manage the HR budget: monitor, estimate, and plan for future HR resource requirement
- Ensures the senior managers are informed of issues and requisite policy matters on a timely basis and keeps other departments informed as required
- Ensures that all correspondence is completed on time and in a thorough and comprehensive manner to foster positive stakeholder perceptions

DESIRED SKILLS AND EXPERIENCE

In-depth knowledge of, and experience in;

- Developing strong relationships at all levels of the organization
- Advising on application of policy and process as well as trends, leading HR practices, and solutions
- Anticipating changes required within the business and to drive such changes in partnership with business leaders
- Consulting, influencing and partnering with senior leaders in developing/executing people strategies to drive business performance
- Occupational health and safety
- Compensation and benefits design
- Training & development design and delivery
- Recruitment and retention (a true passion for recruiting and developing talent)
- Performance management application
- Building and managing a high performing HR team
- Canadian employment law and relevant legislation
- Executive level communication and follow-up skills
- Interpersonal skills that inspire commitment and teamwork
- Understanding employee engagement and the change management process
- Minimum of 10 years of progressively senior level HR experience – a significant portion of this experience is preferable in a manufacturing environment
- University or College education and HR Certification preferred (CHRP)

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Life Insurance
- AD&D
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities