

### Human Resources Generalist HRG050923

<b>Department:</b>	Human Resources
<b>Type of Position:</b>	Full Time, Permanent
<b>Location:</b>	7 <sup>th</sup> Floor, 5160 Yonge Street, Toronto, ON
<b>Reporting to:</b>	Manager, Human Resources & Corporate Services

#### About Tarion

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 265 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

#### About the Role

The HR Generalist is an important member of the HR team, responsible to oversee Tarion's employee onboarding program and agency contract relationships. This role will also have a key responsibility to produce and analyze HR data, including accountability to provide CLT and HRC data reports and external HR survey data reporting. The role will assist with Corporate Social Responsibility, communication development, training support, and HR project delivery.

#### Responsibilities:

- Provide day-to-day support with staff inquiries on HR related matters.
- Primary point of contact to support agency contract relationships: Working with business leaders to determine recruitment needs, sourcing and screening candidates, and overseeing all contract end dates.
- Lead the new employee onboarding process by preparing onboarding documents, arranging orientation schedules, delivering orientation content, and guiding new staff through required training.
- Prepare, analyze and distribute HR data and analytics on headcount, turnover, recruitment, compensation, and performance management.
- Participate in completion of surveys related to compensation benchmarking and HR best practices, including data management and submissions.
- Support employee benefits programs including enrollment, tracking, and record keeping.

- Assist with the preparation and delivery of training presentations and materials.
- Ensure all required employee records are collected, maintained, and updated as required.
- Actively participate in corporate committees as a representative of the HR team.
- Provide support on key HR projects and initiatives, as required.

**Qualifications:**

- Post-secondary degree/certificate program in Human Resources Management, or equivalent education and experience.
- 3+ years of experience as Human Resources Generalist or equivalent.
- Knowledge of various Ontario employment legislation.
- Proactive and process-oriented working style, with strong attention to detail.
- Strong proficiency in MS Office (Outlook, Excel, Word, PowerPoint) with proven experience with data extraction and advanced Excel reports.
- Strong interpersonal skills and customer service orientation, demonstrated results orientation and excellent time management skills are integral to success in this role.
- Solid problem-solving skills and the ability to multitask effectively.
- Knowledge of Dayforce or a related HR management system is preferred.
- Ability to maintain confidentiality.
- Adaptability to changing demands and conditions.
- Excellent written and verbal communication skills.
- Previous experience with training delivery is an asset.

**Why Choose Tarion?**

We believe that Tarion's employees are its most valuable asset. We strive to provide a welcoming work environment.

We offer employees a competitive compensation program, opportunities for learning and development, an employee discount program, access to wellness programs, and a variety of Employee Assistance Program tools and online resources to support well-being.

At Tarion, we believe that a strong commitment to diversity and inclusion allows employees to perform at their very best and underpins a culture in which everyone feels they have an equal opportunity to belong and build a career. Tarion is committed to developing and maintaining work environments and practices that ensure equality of opportunity in recruitment, selection and promotion, and to removing systemic barriers so that employees have every opportunity to feel included in the workplace.

If you are a person with a disability and have questions or would like help with your application, please email [careers@tarion.com](mailto:careers@tarion.com) or contact a member of the Human Resources Department.

**Application Submissions & Deadline:**

Please submit a covering letter and resume with vacancy code **HRG050923** to [careers@tarion.com](mailto:careers@tarion.com).