

Summary:

Reporting to the VP of Employee Experience, the Employee Experience HRIS Specialist manages HRIS functions that support business effectiveness; supports Employee Experience culture initiatives and works collaboratively at all levels within the organization, promoting best practices and equal opportunity; interprets legislation and internal policies and evaluates and manages the Dayforce system. The incumbent administers the Group Benefits Plan and supervises the administration of employee programs through the HRIS.

With previous experience supporting compensation programs, including payroll, HRIS reporting and systems implementation, this position will support the creation and implementation of HR programs, related to total rewards and the other HR disciplines.

Department Structure:

The Safety and HR Coordinator also reports to the VP of Employee Experience. The HR Generalist(s) and other HR roles report to the Employee Experience Manager.

Our Values:

At Phantom Screens we value all of our employees. We are committed to providing a safe, harmonious, and respectful work environment and all employees are required to help us achieve this by practicing our core values.

- To Speak the Truth
- To Pursue Excellence
- To Serve Each Other
- To Practice Stewardship

Position Responsibilities:

(include but are not limited to, the following)

Manage HR functions including:

- Responsible for managing the HRIS (Ceridian Dayforce) employee lifecycle changes.
- Auditing of HRIS stakeholder completion of all employee life-cycle events such as onboarding, promotions, organizational restructures, and departures. The EmpEx HRIS Specialist is also responsible for ensuring data integrity of Phantom's HRIS system and compliance with all Phantom policies and employment legislation. This role will be the first point of contact for all HRIS escalations for all stakeholders.
- Oversight of data collection, analytics, and reporting of employee lifecycle data. Work in close partnership with people Managers to identify employee trends, insights, and areas of opportunities. The EmpEx HRIS Specialist will also be involved and may be responsible for program oversight of assigned HR programs such as annual compliance/policy management, onboarding, performance management, engagement and the offboarding process, providing monthly Key Performance Indicator reports to the Senior Leadership Team.
- Manage employee benefits and, in conjunction with the Finance team, administer the Group Benefits plan.
- Advocate the consistent application of all policies and procedures throughout the organization
- Manage the corporate performance evaluation process in Dayforce; review all completed forms, identifying deviations from accepted standards and process improvement recommendations.

- Manage and support bi-weekly timekeeping, HR records and the HR aspects of payroll in HRIS.
- Create, modify, and maintain a HRIS reporting process to identify the impact of internal trends, such as absenteeism and overtime and report variance and works collaboratively with the VP Employee Experience to support the research, creation and implementation of HR programs and to support policy and procedure updates.
- Identifies legislative requirements and monitors for updates, ensuring compensation programs and payroll are compliant and accurate.

Position Requirements:

- A broad understanding of generalist functions such as compensation, performance management, employee relations, career development, compliance, group benefits
- Superior interpersonal and communication skills; interacting comfortably and confidently in writing or orally with internal and external contacts at all levels
- Keen attention to detail and a high degree of accuracy is essential
- Organized, methodical and able to remain calm and focused.
- Able to accomplish multiple and changing priorities by appropriately structuring workflow
- Appreciative of the need to maintain confidentiality when coming into contact with sensitive information
- A genuine desire to provide superior service
- Uses sound judgment to evaluate and analyze information, and effectively resolve issues. Equally comfortable working independently or as a contributor in a team environment.
- At least 3 years' experience in Dayforce HCM HRIS (implementation and managing)
- Skilled in administering total rewards programs, including maintaining compensation structures;
- Understands and complies with Canadian Payroll legislation and associated processes as well as a solid understanding of Employment Standards, Human Rights and other Human Resources related legislation;
- Strong computer skills including intermediate to advanced knowledge of MS Office applications including Word, Excel, Outlook and PowerPoint.
- A self-motivated professional with a high level of initiative, a sense of urgency, and the proven ability to work in a fast-paced environment;
- Collaborative team player willing to do what it takes to get the job done well and who enjoys a challenge;
- Ability to respond to issues and enquiries in a timely and professional manner; with a focus on finding solutions to challenges and meeting deadlines.

Academic Qualifications and Work Experience:

- 3-5 years experience as a Human Resources generalist, with expertise across a range of HR disciplines, focusing on Compensation and Payroll;
- Previous experience managing payroll is required and a Certified Payroll Manager certification is an asset;
- CHRP designation an asset
- Minimum 2 years post secondary education in Human Resources Management.

An equivalent combination of education and experience may be considered.