



Join our team!

Human Resources Generalist



CENGN is Canada's Centre of Excellence in Next Generation Networks. Our mission is to drive innovation and adoption of advanced networking technologies in Canada through our Living Labs and advanced networking infrastructure, technical expertise, talent development, and partner ecosystem, enabling the digital transformation and competitiveness of Canadian industry and the commercial growth of Canadian digital technology solutions.

This year, CENGN celebrates its 10th anniversary of delivering significant impact and growth for Canada's innovation ecosystem: enabling the commercial growth of 100s of small and medium enterprises (SMEs), training 1000s of individuals in industry-coveted advanced networking and cloud skills, and maintaining a >10:1 ROI for our funders.

With the digital transformation opportunity valued at over \$200 billion in Canada, it is clear the new competitive landscape is being driven by digital innovation and the ability to integrate this technology across industries. Join our team, as we work with our ecosystem of technology, innovation, government, and academic partners to build Living Lab testing infrastructure and deliver services that accelerate the testing, validation, demonstration, commercialization, and adoption of digital innovation across Canada.

For more information, check out: <https://www.cengn.ca>

The CENGN Advantage



Career Development

An agile company in a modern setting where your ideas and opportunities for growth are nurtured and encouraged



Canadian Innovation Support

Be part of an organization that drives digital by providing Canadian start-ups and scaleups as well as tech students and professionals the ability to succeed



Great People

The advantage of working with colleagues passionate about their contributions and united under the same mission



Work Where You Work Best

Remote or hybrid options to suit your individual professional and personal needs

Benefits

- Attractive and Competitive Group Benefit Plan
- Phone plan reimbursement
- Employer paid RSP contribution with no matching requirement

Wellness and Development

- Annual fitness and training and development allowance
- Wellness webinars, lunch and learns, and social events

Vacation and Time Off

- Three weeks vacation plus personal and sick days
- Annual Christmas shutdown

The Opportunity

We are seeking an experienced, knowledgeable, and focused professional for CENGN's Human Resources team. Reporting to the Director, Human Resources, the Generalist, will be a key support to the organization. This role will be pivotal in supporting CENGN's HR and Administrative operations and programs.

Location: Remote

Salary: \$75,000.00 - \$80,000.00



Key Responsibilities:

The Human Resources Generalist is responsible for ensuring optimal corporate services to the growing organization by serving as a key point of contact for employee matters and services, and supporting programs and organizational growth.

- Manage the full recruiting life-cycle across a variety of open roles helping management find, hire, and retain quality talent
- Work closely with managers to gain a comprehensive understanding of departmental hiring needs for each position, and meet hiring goals and expectations
- Assist in the communication, interpretation, and upkeep of employee handbook and contribute to the development of policies
- Stay up-to-date on all compliance with employment regulations to ensure legal compliance of HR regulations and applicable employment laws, and update policies and/or procedures as required
- Maintain HRIS leveraging CENGN's internal tools
- Conduct compensation, benefits and hiring trend benchmarking exercises to keep apprised and make recommendations of best practices
- Align with other departments to track and report on internal operational projects
- Manage the employee onboarding and offboarding process
- Maintain complete and accurate personnel files
- Administer employee benefits
- Develop and generate reports and statistics related to compensation, headcount, vacation accrual
- Drive performance management initiatives and strategy
- Support departmental programs and projects
- Assist with Administration duties such as research and completion of travel arrangements for staff and planning and execution of event logistics
- Additional duties as required



Key Competencies/Qualifications:

- Proven experience conducting various types of interviews (i.e., phone, video, etc.)
- Demonstrated knowledge and experience of HR best practices
- Progressive roles in human resources functions
- Intermediate level knowledge of MS Office skills with focus on Word, PowerPoint and Excel
- Ability to develop rapidly in a fast-paced environment
- Good analytical skills with a focus on providing solutions
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness
- Will have maturity, personal credibility and a high degree of integrity



Education:

- Post-Secondary graduate in the field of human resources, or equivalent experience



Languages:

- English oral, reading and writing
- French oral, reading, and writing would be considered an asset

Interested and qualified candidates are invited to forward their resume in confidence to CENGN by email to hr@cengn.ca. Please use "**Human Resources Generalist**" as the subject line.

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CENGN reserves the right to remove this posting prior to the application deadline. CENGN thanks all applicants for their interest, however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.