

LifeSpeak Inc (TSX: LSPK)

Human Resources Manager/Director

We are looking for a full-time, dynamic, self-starter to join our rapidly expanding and socially responsible business. As Human Resources Manager/Director at LifeSpeak, the selected candidate will manage employee life cycle activities from recruiting and onboarding to benefits administration, policy development, and compliance activities, all the way to end-of-employment activities.

LifeSpeak Inc. is a fast-growing, SaaS provider of mental health and total wellbeing services with a rapidly expanding global presence. Our platforms provide organizations with mental health and wellbeing online education; on-demand and live physical, nutrition and meditation training; Substance Use Disorder cognitive behavioral therapy; and child and eldercare information and resources. All of these services are built to support our clients' employees, customers, and their families, so they can stay healthy and present and live their best lives. We support a diverse array of clients around the globe, including Fortune 500 companies, government agencies, insurance providers, and other health technology firms.

This role is perfect for a passionate HR professional who wants to fulfill the mechanics of HR while also improving how LifeSpeak manages its process and supports its people. As LifeSpeak grows, the successful candidate for this role will have the opportunity to take on further responsibility, providing recommendations for creating new processes and implementing best practices. We have employees across Canada and the US and in Ireland, the UK, and the middle east, so learning regional HR practices and standards is critical.

The role reports to the SVP of Finance and will be based primarily remotely or in one of our core locations.

Key Responsibilities:

- Serve as the first point of contact for all employees regarding benefits, onboarding, and other HR-related activities.
- Independently research and use procedures, policy manuals, and other reference materials to assist in answering employee and manager inquiries and to resolve issues.
- Assist hiring managers with the process of recruitment, including vetting and tracking candidates and assisting with interviews.
- Generate official internal documents, such as offer letters and verification of employment.
- Create onboarding plans and educate newly hired employees on HR policies, internal procedures, and regulations.
- Compile and maintain employee files.
- Work with vendors on administering benefits.
- Work with managers to manage employee performance and assist with employee relations issues.
- Review practices and documentation for compliance and accuracy under multiple jurisdictions' rules.
- Continuously learn and recommend the latest HR best practices to improve workplace efficiency.

Qualifications/Skills:

- Bachelor’s degree in HR, Labor Relations, Business Management or a related field
- Minimum of five years of experience as an HR Generalist
- Experience with both Canadian and US labor rules and HR management activities/principles
- Knowledge of employee relations and the principles, practices, and procedures of human resources administration.
- Knowledge of HR administrative tasks and responsibilities.
- Thorough working knowledge in relevant areas of employment law.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Strong empathy and interpersonal relationship skills to work with individuals and groups in a constructive and collaborative manner and to gain the cooperation and support of others.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong organizational and planning skills with the ability to manage multiple projects concurrently.
- Excellent verbal and written communication skills.
- Advanced computer skills, including data entry, data processing, communication tools, and human resources software.
- Problem-solving skills and resourceful thinking.
- Attention to detail and analytically driven.

Differentiators we will look for

- CPHR certification
- Bilingual—Canadian French/English

Compensation

\$115-130K, based on experience and skills

About LifeSpeak Inc.

LifeSpeak is a leading software-as-a-service provider of a platform for mental health and total wellbeing education for organizations committed to taking care of their employees and customers. With 18+ years of experience creating and curating thousands of expert-led micro-learning videos and other digital content, LifeSpeak's proprietary library's depth and breadth of easily consumable content helps companies around the world support their people anytime and anywhere. LifeSpeak serves a diverse global client base across many industries and sectors, including Fortune 500 companies, government agencies, insurance providers, and other health technology firms. LifeSpeak is the parent company of Lift Digital Inc. ("LIFT session"), ALAViDA Health Ltd. ("ALAViDA"), EnCompass Education Solutions ("Torchlight") and Wellbeats Inc. ("Wellbeats"). To learn more, follow LifeSpeak on LinkedIn (<http://www.linkedin.com/company/lifespeak-inc>), or visit www.LifeSpeak.com.