The *Highfield Investment Group* is a diverse private holding company, with operational interests in real estate, commercial and residential properties, hospitality and gaming, oilfield services and the thoroughbred industries. The company's holdings are managed by a small team of executives with an entrepreneurial spirit, strong work ethic and unwavering passion for business and the opportunities it presents.

We are seeking a highly motivated and detail-oriented Human Resources Generalist to join our dynamic HR team. We offer a competitive salary along with the opportunity to broaden your exposure to multiple industries and businesses.

Reporting to the Chief People Office, the successful candidate will be primarily responsible to assist in the day-to-day human resources operations to ensure our team has what they need for success. A strong communicator, you must be detail oriented and enjoy working within a small, entrepreneurial environment that is results-driven. The ideal candidate will be responsible for assisting in a wide range of HR functions including full cycle recruitment and onboarding, employee relations, data management, and communication. This role offers an excellent opportunity to contribute to organizational growth through effective HR strategies, process improvements, and employee engagement initiatives. The Human Resources Generalist will serve as a key point of contact for employees and management, ensuring a positive workplace environment aligned with company policies and industry best practices.

Responsibilities:

- Assist with full-cycle recruitment activities: post job ads, review and screen resumes, set up and assist in interviews, and complete reference checks;
- Coordinate and participate in our new staff onboarding process and maintain accurate records related to employee performance, attendance, and HR metrics for reporting purposes;
- Support employee engagement initiatives by developing communication plans and assisting with implementation;
- Collaborate with leadership on HR projects related to talent sourcing, succession planning, and HR process optimization;
- Plan and coordinate office events and activities;
- Assist with various types of communication and correspondence: employment verifications and HR-related inquiries;
- Assist with HR and office administration on a regular basis as needed.

What We're Looking For:

- Post-secondary education, preferably with a Human Resources focus and a genuine passion in Human Resources with 3+ years of related work experience
- Strong experience in full cycle recruitment and onboarding
- Ability to handle sensitive information confidentially while maintaining professionalism under pressure
- Strong organizational skills, ability to prioritize multiple tasks, and attention to detail

- Excellent communication skills with the ability to effectively interact with employees at all levels of the organization.
- A positive attitude with the desire to learn!

This position offers a rewarding opportunity for a dedicated HR professional eager to make a meaningful impact within a collaborative environment focused on growth and development. If you feel you are the positive team player we are looking for, please forward your resume and cover letter to HR@highfieldig.ca. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.