



**Position**                    **Human Resources Generalist**  
**Department**            **Operations**  
**Supervisor**              **Broker (or senior department role)**

### **Summary**

Provides support and assistance to Real Co.'s Human Resources Manager in addressing HR needs. This includes the following: developing, researching, compiling data, implementing and evaluating the human resources department's programs, policies, procedures and all other HR functions.

### **Responsibilities**

- Identify current and prospective vacancies, post notices, collect and screen applications
- Advise job applicants on job requirements and program outline
- Schedule information sessions and interviews
- Prepare for interviews and selection process of candidates
- Participate in salary negotiations and conduct telephone interviews
- Notify successful applicants of results of competitions
- Provide assistance in the orientation of new participants
- Prepare and deliver job search related workshops and presentations
- Develop, formulate and update job descriptions
- Conduct or assist with performance appraisals, recruitment, assessments and evaluations
- Calculate salary grids for incumbents
- Develop, implement and evaluate HR personnel policies, programs and procedures, and strategies in accordance with Employment Standards Act and Occupational Health and Safety Act.
- Other duties as requested by Real Co.'s management team.

### **Required Skills**

- College or university degree in human resources, business or psychology
- Personnel administration, Human Resources courses and/or related experience
- Knowledge of MS Office
- Autonomous, as well as a team player
- Good communication and interpersonal skills
- Professional conduct in the treatment of confidential information
- Adaptable and capable of working within timelines

Real Co Canada is a Practice firm, which recreates all of the job functions in a Canadian business. Your placement is unpaid and will allow you to apply your professional skills in a realistic work environment, in order to gain hands on job experience.

To find out more about Real Co Practice Firm please visit our website: <http://www.realcocanada.com>