



Human Resources Generalist

Ambir is an IT and Business Solutions company founded on a single, driving vision – a relentless commitment to excellence. Twice recognized as the #1 Best Place to Work in Atlantic Canada, we believe the success of our company is a direct result of the quality of our people and their commitment. We have built a strong, high energy, high performance team of IT professionals dedicated to leveraging their collective years of experience and success, both with product and consulting organizations, to help our clients achieve their business and technology goals.

Ambir's recruiting strategy is simple: we hire really "good" people and support them in turning their professional aspirations into reality. Ambir team members are bright, passionate people with diverse backgrounds, who come together to create a unique culture.

The successful candidate must thrive in a team culture environment and maintain a high level of professionalism, accuracy and detail in their role. We are looking for a highly motivated individual with a "can do" attitude and "friendly" demeanor. This position principally will develop, support and execute various HR functions including employee relations, performance management, communications and recruiting. In addition to the HR functions, this individual will also be asked to provide assistance to, and collaborate with, our financial and office management professionals.

Immediate Position: HR Generalist

Location: Fredericton, NB

Ambir is looking for an experienced individual to fill a **HR Generalist** role. Specifically, qualified candidates should possess experience, knowledge and skills that allow them to execute on the following responsibilities:

- All Human Resource functions for Ambir; including performance appraisals and development plans, compensation planning and implementation, training and development, etc.;
- Employee relations;
- Employee communications;
- Maintain employee data;
- Reporting and analysis of HR metrics;
- Recruiting, Hiring, OnBoarding and Retention;
- Payroll Management;
- Other HR activities including, but not limited to, investigation of employee complaints, management of Key Performance Indicators, and being a leader of culture development across Ambir.

Experience/Skill Requirements:

- Post-secondary education with an emphasis on HR, or equivalent experience;
- 3-5 years' experience in a Human Resources Generalist role;
- CHRP designation would be considered an asset;
- Ability to work independently as well as in a team environment;
- Ability to manage and prioritize multiple projects;
- Excellent interpersonal and communication skills, both written and oral;
- Demonstrated ability to work well within cross-functional teams;
- Strong sense of urgency to complete tasks;
- Strong attention to detail;
- Excellent understanding of employment legislation and Human Rights;
- A broad knowledge of the technical side of HR, combined with the ability to relate positively and constructively with front-line and management employees, combined with a deep respect for all employees.
- Strong computer skills utilizing MS Office;



- Bilingualism is considered an asset;
- Any previous experience with financial management and Simply Accounting would be considered an asset.

To Apply:

If you are interested in the challenges and opportunities that Ambir has to offer, please reply in confidence to **hrgeneralist@ambircareers.com**. Only applicants considered for interviews will be contacted. For more information about Ambir, please visit our website: **www.ambirsolutions.com**.