



People & Culture Manager

Wages: To be discussed – depending on experience

Location

On-site – St. Thomas

About Us

We're a growing company of approximately 20 people who value strong relationships, clear expectations, and a healthy, accountable workplace. As we continue to grow, we're looking for a People & Culture professional who can help us build the right foundations—supporting our people while keeping the business practical and moving forward.

The Role

The People & Culture Manager will be responsible for shaping and supporting our people practices while staying closely connected to the day-to-day reality of the business. This role is both **hands-on and strategic**, working directly with leadership and employees to build trust, strengthen culture, and support performance as we grow.

This is not a large corporate HR role. We're looking for someone comfortable wearing multiple hats, using sound judgment, and keeping things simple, fair, and effective.

Key Responsibilities

Employee Experience & Culture

- Serve as a trusted point of contact for employees and managers
- Support a positive, respectful, and accountable workplace culture
- Handle employee relations matters with discretion and fairness
- Coach managers through performance, attendance, and conduct conversations
- Identify morale or engagement issues early and help address them proactively

Hiring & Onboarding

- Partner with leaders to support hiring needs and improve hiring consistency
- Help design practical interview processes and selection criteria
- Lead or support onboarding to ensure new hires are set up for success
- Continuously improve the employee lifecycle from hire to exit

Performance & Development

- Support clear performance expectations and feedback conversations
- Help managers with goal-setting, development plans, and performance issues
- Assist with role clarity, job descriptions, and career development as the company grows

HR Operations & Compliance

- Maintain employee records and basic HR processes
- Ensure compliance with applicable employment standards and legislation
- Support compensation discussions and basic pay structure logic
- Handle terminations and exits professionally and legally

Scaling & Process Improvement

- Build simple, scalable people processes appropriate for a growing company
- Know when to formalize processes—and when not to
- Support leadership in planning for growth and organizational changes

What We're Looking For

Experience & Skills

- 3–8 years of experience in HR / People & Culture / People Operations
- Experience working in a **small or growing organization**
- Strong understanding of employment standards and workplace practices
- Comfortable handling sensitive conversations and confidential matters
- Practical, business-minded approach to people management

Personal Attributes

- High integrity and sound judgment
- Approachable, calm, and trustworthy
- Comfortable with ambiguity and changing priorities
- Able to balance employee advocacy with business needs
- Willing to be hands-on—from admin tasks to leadership advising

Reporting Structure

This role reports directly to [Owner / President / Senior Leader] and works closely with all managers and employees across the organization.

Why Join Us

- Opportunity to shape culture and people practices from the ground up
- Direct access to leadership and meaningful influence on company growth
- Collaborative, down-to-earth work environment
- Competitive compensation based on experience

Send resume and cover letter outlining experience and interest for this position to :

job@employmentserviceselgin.ca