



MRO Services
Airframe Maintenance - Canada
Windsor

Quick AAR information / resources

Website: aarcorp.com

Careers: aarcorp.com/careers

Email: windsorrecruiting@aarcorp.com

Manager, Human Resources

The position

Reporting to the Senior Director, HR, Maintenance Repair & Overhaul, we are looking for a Manager, Human Resources to support the development and execution of HR's vision as well as aligning the people and business strategy. This role will oversee the HR team providing clear direction and support. Other key responsibilities include:

- Support the development and execution of HR's annual objectives aligning with the HR vision.
- Foster positive employee relations and effectively manage issues, coach and counsel both management and employees on conflict resolution, disciplinary action and any other related matters. Advise management of appropriate resolutions.
- Oversight of HR team, ensuring a collaborative environment and strong delivery of HR services for the business. Work with the HR team to establish objectives (team and individual) and provide appropriate guidance, support and development.
- Lead role in identifying legal and governance requirements affecting the HR function and ensure policies, procedures and reporting are in compliance.
- Administer salary administration program to ensure effectiveness, compliance, and equity within organization.
- Manage performance management program and work with HR team to provide the necessary training and support for this process.
- Work with HR team and people leaders to support Talent Management program ensuring required resources, training and procedures are implemented.
- Support full recruitment cycle and ensure the necessary procedures are in place.
- Review and renew of benefit and RRSP programs as well as other Total Rewards.
- Lead role for investigations and reporting.
- Manage regular and ad hoc reporting for HR and share any applicable information at all-staff meetings.
- Manage all diversity, equity and inclusion efforts.
- Actively participate in the Safety Management System (SMS), including reporting safety hazards and incidents encountered in daily operations; understand and promote the company safety policy. Support Continuous Improvement initiatives.
- Perform other duties as assigned

Total rewards

As a team member, you receive:

- Comprehensive benefits package
- Annual bonus plan
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

Performance objectives

- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect and fairness
- **Building relationships** - develops and leverages relationships within and across teams to achieve results
- **Leadership** - demonstrated ability to lead people and get results through others
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Sound professional judgement** – applied to problem solving, analyzing and timely decision making
- **Creating an Inclusive Environment** - making and initiating action to ensure that policies and practices are encouraged and individuals with diverse backgrounds, cultures, styles, abilities, and motivation are respected
- **Innovation** – makes constructive suggestions and creates novel solutions to problems; evaluates new technology as potential solutions to existing problems
- **Strategic planning** – obtaining information and identifying key issues and relationships relevant to achieving long term goals

Education and experience

- Bachelor's degree or college diploma in a related field
- Minimum 5 years of experience in a similar role
- Experience with HRIS and ERP systems
- CHRL considered an asset
- Experience in federally regulated company considered an asset
- Knowledge of the Canada Labour Code considered an asset
- Advanced Microsoft Office skills including Word, Excel and Power Point

Working Conditions

- Office environment, mainly desk work using a computer
- Periodic overtime may be required
- Regularly visiting the hangar floor to connect with employees
- Travel may be required for things such as job fairs, site visits and conferences

Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.

- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

Qualified applicants may email their resume to windsorrecruiting@aacorp.com up to and including **July 10, 2024**.

Please quote file #AAR-155. Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.