

# Position: Human Resources Director

## About BioConnect

BioConnect is a rapidly-growing biometric technology and software company. We have set out on a mission to change the way society verifies identity. We believe people want to use their true, biometric identity to verify who they are instead of relying on approximations of identity like keys, fobs, passwords and PINs that can be lost, forgotten or stolen.

BioConnect has an incredibly unique vision and way of doing things, much like our team members. Our team is forward thinking, self-fuelled, relentlessly passionate and centered around unbeatable customer service. Our modern, open-concept office in the heart of Liberty Village, Toronto, is filled with energy, passion, and... dare we say it? Fun.

## What you'll do:

- Architect the expansion of BioConnect to double in size over next 18 months
- As a HR Director, you'll also be one of the Architects of BioConnect's corporate culture
- Oversee implementation of a performance-based management system that both supports BioConnect culture and drives execution excellence
- Create an HR/Culture dashboard allowing BioConnect to measure its progress / performance through employee engagement, turn-over, and other key metrics
- Establish and lead standard recruiting and hiring practices and procedures necessary to recruit and hire exceptional candidates
- Understanding staff vacancies and recruit, interview and select applicants
- Oversee and manage performance across all BioConnect's recruiting channels: Web, Toronto Eco-system, Agencies, Local Universities
- Plan and conduct new employee orientation
- Policy and procedure implementation of new HR policies, procedures and processes
- Provide necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports
- Represent BioConnect at local hiring events
- Conduct periodic surveys to measure employee satisfaction and engagement
- Identify and monitor the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization

## Key Responsibilities/Requirements:

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development
- Understanding of Human Resources policies and objectives for the company on any topic associated with employee relations and employee rights

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Ensure legal compliance throughout human resource management
- Lead the implementation of company safety and health programs
- Experience in the administration of benefits and other Human Resources recognition and engagement programs and processes
- Conduct a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments
- Excellent organizational management skills

**Need-to haves:**

- Proven working experience as HR manager or HR Director
- Demonstrated track record of scaling tech businesses
- People oriented and results driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Excellent active listening, negotiation and presentation skills
- In-depth knowledge of labor law and HR best practices

**So, do you think you have what it takes to join this fast-growing team?**

Please contact us at [careers@bioconnect.com](mailto:careers@bioconnect.com) to apply for this position or visit [www.bioconnect.com/careers](http://www.bioconnect.com/careers) to apply online. We appreciate all expressed interest in this position, however, only the candidates selected for interview will be contacted.