

## Human Resources Generalist & Administrator: Driving Culture and Operations | Permanent, Full-Time

SRM Architects + Urban Designers is a dynamic and growing firm with over 75 talented team members, headquartered in the heart of Downtown Kitchener, with a second location in Toronto. We're passionate about design that makes a difference and creating spaces where people and communities thrive.

At SRM, our culture is key; it's the heart of how we work, collaborate, and support each other. We're all about creativity, innovation, and fostering an environment where everyone's contributions are valued.

We're looking for a Human Resources Generalist and Office Administrator who thrives in a fast-paced environment, loves being part of a team, and is ready to help keep our office running smoothly and efficiently. If you're organized, proactive, and as excited about people and culture as we are, we'd love to hear from you!

### Why You'll Love Working Here

- **Our Culture:** We believe in a positive, supportive, and collaborative environment where everyone's voice matters. We work hard, have fun, and we're dedicated to creating a space where people can grow, learn, and be their best selves.
- **Growth Opportunities:** We believe in investing in our people; learn, grow, and develop with us!
- **Flexibility:** Enjoy a flexible schedule and a Banked Time System.
- **Perks Galore:** Health and Dental Benefits, a Health Spending Account, and an Employee Assistance Program (EAP) to support your well-being
- **Plan for Your Future:** After one year, we contribute 5% of your base salary to a Registered Pension Plan (RPP), in addition to your regular salary!
- **Celebrate Success:** Participate in our yearly bonus program after one year with us.
- **Stay Current:** We'll cover the cost of professional fees and courses to keep you at the top of your game!

### What You'll be Doing

*As a Human Resources Generalist, you'll:*

- Be the culture champion, fostering a positive workplace and supporting employee relations.
- Help managers with performance management, from reviews, coaching and offboarding.
- Lead recruitment and onboarding to find and welcome top talent to our team.
- Keep policies and procedures up to date, ensuring compliance and clarity for everyone.
- Manage benefits, vacation, leave of absence details and payroll coordination to keep things seamless.
- Keep our team safe and thriving as our Health & Safety Committee Coordinator.
- Travel to our second office twice a month to support the team there.

*As an Office Administrator, you'll:*

- Be the glue that keeps us connected: Help coordinate internal communications and organize staff team-building events that foster collaboration and fun.
- Keep things running smoothly: Provide hands-on support to management with tasks that make a big difference behind the scenes.
- Own the details: Take charge of setting up new staff, keeping tabs on office equipment, and ensuring our files (both hard copy and digital) are organized and up to date.

### Qualifications

Our ideal candidate is:

- A Certified Human Resources Professional (CHRP) or someone with equivalent experience.
- Armed with 5+ years of HR or Office Management experience (bonus points if it's in architecture, engineering, or construction).
- Tech-savvy with skills in Microsoft Office (SharePoint/OneDrive experience is a plus).
- A confidentiality pro who knows when to keep things under wraps.
- An organizational wizard who's great at managing priorities and meeting deadlines.
- A self-starter with a positive attitude and top-notch communication skills.
- Ready to give and receive constructive feedback with a smile
- Thrives in a collaborative environment.

### Ready to Apply?

If this sounds like your next adventure, we'd love to hear from you! Send your resume and cover letter to [hr@srmarchitects.ca](mailto:hr@srmarchitects.ca) with the subject line "HR Generalist & Office Administrator."

We appreciate the time you put into applying, and while we wish we could respond to everyone, only candidates selected for an interview will be contacted.