



HR Manager
Charlottetown, PEI

Dosecann is a Canadian licensed dealer dedicated to developing Cannabis Solutions for the global cannabis industry. Dosecann has assembled a world-class team housed in a purpose-built, 42,000 sqft. GMP compliant facility that will be the hub for cannabis extraction, product innovation and formulation.

About the role

Reporting to the Chief Operating Officer at Dosecann and the HR Director at Auxly, the HR Manager will be a part of a superior team at Dosecann Cannabis Solutions. This position will perform a variety of tasks that require the successful incumbent to work closely with senior management and their teams to develop and execute HR strategies and activities that foster growth, innovation, and organizational effectiveness. The HR Manager will provide leadership on all human resource related areas including employee relations, onboarding and offboarding, recruitment, health & safety, performance management and total rewards.

What can you expect to do:

- Build strong relationships with the senior management team and collaborate to proactively identify gaps, solutions and implement changes within the organization.
- Provide strategic HR advice and counsel to senior management team including coaching, leadership development performance management and employee relations.
- Advise and guide senior management in areas of organizational structure, job evaluation, total rewards, policies and procedures.
- Serve as a subject matter expert on local employment laws and regulations.
- Leverage data and analytics to drive insights and performance metrics to enhance HR programs and initiatives.
- Oversee and manage the performance management and review process for all employees at Dosecann.
- Work closely with Auxly's Recruiter to manage recruitment and selection process including facilitating and conducting interviews and reference checks.
- Develop and manage Co-Op and internship program.
- Manage onboarding and offboarding process and program for Dosecann employees and continuously find ways to improve new employee experience.
- Assess training needs and facilitate training programs for employees.
- Monitor pulse at Dosecann and facilitate employee engagement surveys and programs. Provide reports and solutions to senior management to improve morale and retention.
- Research, recommend and implement new policies and programs related to human resources.
- Participate in weekly workforce planning/staffing plan meetings with senior management. Develop and manage succession plans.
- Provide innovative recommendations for total rewards and compensation and implement as needed.
- Maintain ADP's HRIS and submit monthly reports to HR Director as needed.
- Counsel managers on employee relations and respond to inquiries regarding HR policies, procedures and programs, and take appropriate action, act with integrity and ethically in handling confidential information.
- Support investigations of informal and formal employee incidences while adhering to policies and procedures.



Dosecann Cannabis Solutions

- Influence decision making and present to senior management on all HR programs, policies and initiatives in conjunction with Auxly's HR strategy.
- Continuously assess and implement new HR programs and initiatives to drive, engage, and retain a high-performing team.

What we're looking for

- Minimum of a bachelor's degree. Human Resources Management, Business, Psychology, Science, Engineer or related field, an asset.
- Minimum of 5 years experience in HR, preferably in a leadership role.
- Must have experience a manufacturing and/or research and development environment.
- Experience with large-scale growth and fast-paced environment is a definite asset.
- Comprehensive knowledge of Canadian labor law, employment and HR policies and legislation (i.e. Employment Standards Act, Human Rights Act, Health & Safety, Cannabis Act, etc.).
- Ability to develop trusted partnerships and collaborate effectively with senior management.
- Possess a strong business acumen, with excellent problem-solving skills.
- Ability to work autonomously and as a team member managing multiple priorities in a complex, fast-paced environment.
- Demonstrated project management skills - must be able to handle multiple assignments, projects and priorities and deliver excellent results.
- Strong communication (both written and verbal); exhibit excellent interpersonal skills, solid analytical and conflict resolution skills.
- Strong presentation skills with the ability to influence.
- Proficiency with MS Office Suite, ADP Workforce Now, and experience working with an ATS.
- Ability to handle confidential and sensitive information with a sense of integrity.
- Passion for HR, learning and providing stellar solutions to complex problems.

What will set you apart

- Previous experience working in a start-up environment.
- Previous experience using ADP, iCIMS and Expensify, an asset.

How to apply

Please email your resume and cover letter to careers@dosecann.com and quote "HR Manager- Dosecann" in the subject line.

Dosecann is committed to complying with the highest standards of practice in our industry. It is an ongoing condition of employment that all employees comply with these standards and Company Policies and that all employees understand and are equally committed to upholding our commitment to abide by such standards and policies.

Dosecann is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

We provide accommodation for job applicants with disabilities during the recruitment process in accordance with applicable laws. Please contact us to request accommodation.

11 Regis Duffy Drive
Charlottetown, PEI, Canada C1E 0K5
Telephone 1 (905) 213 1504
Email contact@dosecann.com