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## Training + Development Specialist

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 5M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

### ABOUT THE ROLE

Our corporate operations team is committed to providing the best resources, information, and guidelines for employees of SHAPE while being instrumental in the organizational development and direction of our people and culture. The successful candidate will report to and support the Director, Corporate Operations, and work closely with management, legal, and all staff.

We are looking for someone with high attention to detail and a strong focus on the onboarding, training, and development functions, while assisting the Director, Corporate Operations on all HR-related aspects while the HR Manager is on maternity leave. The future goal for the Training + Development Specialist would be to understand and implement strong talent and leadership development concepts while continuing to collaborate with the HR team to maintain policies and procedures, employment agreements, recruitment, benefits administration, employment relations and more.

### Primary Job Responsibilities

- Proactively improve, implement, and facilitate new hire training and orientation program
- Develop strategies to collect feedback and measure leadership development outcomes
- Manage external vendor/consultant relationships
- Assist in the development, design, and execution of a best-in-class training and leadership development program curated specifically to our organizational needs, values, and expectations
- Maintain training aides (e.g., manuals, tutorials, and presentation content)
- Assist in new skills training including new software (e.g., company intranet) for all employees
- Full Cycle Recruitment – work with hiring manager on job analysis and job descriptions, maintain recruiter relationships, conduct interviews, provide compensation advice, draft employment agreements, and onboard new hires

- Contract management – work with our in-house legal counsel on contract template clause updates and clarifications, and draft and/or update employee agreements related to hiring, transferring, promoting, and terminating
- Benefit management –assist with maintaining and evaluating the current benefit program at renewal. Work to educate employees on our group benefit program including our Employee and Family Assistance Program offerings and assist with claim submissions when needed
- Budgeting + Forecasting – Help develop training budgets and assist with administrative payroll forecasting
- Assist in the development and revisions of HR policies and procedures and maintaining the company's employee handbook
- Participate in the Joint Health and Safety and Social Committee, providing input and guidance
- Assist Payroll Manager, as needed, in internal and external payroll audits
- Provide high-end, timely, and confidential customer service to all employees regarding their inquiries and concerns
- Ensure compliance with all provincial and federal regulations including the Employment Standards Act in provinces that SHAPE operates in, currently BC and AB
- Research best practices and trends while providing recommendations to continuously improve our processes, people, and culture
- Perform other duties and ad hoc projects as assigned

## Qualifications

### *Required Knowledge, Skills, and Abilities*

- Strong verbal and written communication skills and must possess a strong working knowledge of Microsoft Office Suite applications in a professional environment
- Proven presentation skills and experience in developing and facilitating training and orientation
- Demonstrated effective leadership and coaching ability
- Works well under pressure, capable of handling multiple tasks with simultaneous deadlines and taking accountability
- Strong organizational, critical thinking, and time management skills
- Knowledge of the Employment Standards Act
- Ability to be objective, open-minded, discretionary, and confidential, to ensure employee and employer needs and expectations are met
- A genuine willingness to embrace the SHAPE culture, become a brand ambassador, and empower others
- Uncompromised ethics and integrity and understand the importance of confidentiality
- Demonstrate initiative and ability to work independently as well as on a team

### *Required Training and Experience*

- Post-secondary education in Human Resources Management, or a professional certification or equivalent experience in learning and development
- Minimum of 2 years of hands-on training and development experience including implementing, sustaining, and evaluating talent development programs
- Experience with people management, benefit management, problem-solving, onboarding and recruitment an asset
- Exposure to ADP's Work Force Now an asset
- Must be legally eligible to work in Canada

## Working Conditions

SHAPE's corporate office, located in the downtown Vancouver business district, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting.

To apply, please visit our website at <http://shapeproperties.com/careers>