

Human Resources Manager

Wormald Masse Keen Lopinski LLP (WMKL)
St. Catharines, Ontario | Full-Time

Help us shape what's next for our people.

WMKL is looking for an experienced **Human Resources Manager** to become our dedicated HR leader.

This is a unique opportunity to join an established Niagara professional services firm with a strong culture, long-tenured team and deep commitment to its people — and help shape the next evolution of our HR function.

You won't be stepping into a large HR department with layers of existing processes. Instead, you'll work directly with our Partners, Managers and employees to bring greater consistency, expertise and follow-through to how we support our people.

You'll inherit a strong foundation. Your role will be to understand what works, identify where we can do better, and thoughtfully help us move forward.

What You'll Do

As our Human Resources Manager, you'll own a broad HR portfolio, including:

- Serving as a trusted HR advisor to Partners and Managers on employee matters, performance, policy and organizational needs.
- Acting as an approachable and confidential HR resource for employees.
- Leading employee relations, performance management, workplace concerns and other sensitive people matters.
- Overseeing recruitment, onboarding, employment changes and offboarding.
- Leading our performance, career development and learning processes.
- Coordinating our CPA student and co-op programs, including recruitment, development, mentorship and professional requirements.
- Maintaining HR policies and practices while keeping the firm current with Ontario employment legislation.
- Identifying opportunities to improve HR processes, systems and the overall employee experience.
- Providing leadership and coaching to our administrative support team.
- Supporting select office operations that naturally intersect with HR and the employee experience.

What We're Looking For

We're looking for someone with the experience and judgment to operate independently while building strong relationships throughout the firm.

You'll bring:

- 7+ years of progressive HR experience; 10+ years preferred.
- Broad HR generalist experience across employee relations, performance management, recruitment, policy and compliance.
- Previous experience as a Senior HR Generalist, HR Manager or equivalent, with ownership of a broad HR portfolio.
- Demonstrated experience independently advising senior leaders on complex or sensitive employee matters.
- Experience leading, coaching or overseeing employees or administrative teams.
- CHRP, CHRL or equivalent HR designation.
- Post-secondary education in Human Resources, Business Administration or a related field.
- Strong knowledge of Ontario employment legislation.
- Professional services, accounting, legal, consulting or similar partnership-based experience is strongly preferred.
- Experience with CPA, co-op or professional-development programs is an asset.

Who Will Thrive Here

You're someone who combines sound judgment with humility.

You're confident enough to bring forward a different perspective when it matters, but curious enough to understand the organization before deciding something needs to change. You build trust easily, handle sensitive situations with discretion and follow through on what you say you'll do.

You're comfortable rolling up your sleeves, but you also know your value isn't in personally completing every administrative task. You know when to lead, when to advise, when to delegate and when simply to listen.

Why WMKL?

WMKL has been part of the Niagara business community since 1977. We believe in teamwork, personal accountability, integrity, excellence and maintaining balance between work and life.

We're proud of the careers that have been built here — including Partners who began with WMKL as co-op students — and we believe continued learning, mentorship and strong relationships are fundamental to our success.

For the right HR leader, this role offers the opportunity to make a meaningful impact: to become the trusted HR resource for our people and help shape how our people practices evolve for the future.

Compensation & Hiring

The salary range for this role is \$100,000–\$130,000 annually, with final compensation based on experience and qualifications.

This role fills an existing vacancy. WMKL may use AI to support parts of the recruitment process, but hiring decisions are made by people.

WMKL is committed to an inclusive and accessible recruitment process. Accommodations are available upon request.

If this opportunity sounds like the right fit, we'd love to hear from you. Please apply by directly emailing your resume to kristina@WMKLCA.com