



**Join the Team at PRA Group Canada – London, Ontario**

## **Human Resources Generalist**

### **Our Organization**

PRA Group Canada is one of the most established organizations within the Debt Acquisition and Collection Industry in Canada. Our Company purchases portfolios from leading financial services organizations, and then recovers the accounts through a customer-focused set of strategies and tactics. We go the extra mile to ensure the experience of all original account owners is professional, flexible and customer-oriented.

We are an international organization with an expanding global presence and bring valuable industry expertise and experience to the market place. Our Canadian Head Office is in London, Ontario.

We are currently looking for a Human Resources Generalist to join our London, Ontario team on a permanent, full-time basis.

### **What does a typical workday look like for a Human Resources Generalist?**

Reporting to the Director of Human Resources, this role supports the daily operations of the Human Resources Department, carrying out responsibilities in the following functional areas: Recruitment, Employee Relations, Benefits, Employee Recognition Programs, Health & Safety, Policy Development and Writing, Training & Development; New Hire Orientation, Performance Management and HRIS Administration. The HR Generalist assists in creating and leading PRA Group Canada's Human Resources' practices, policies, and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity, goal attainment, and the recruitment and ongoing development of a superior work culture. The incumbent to this role must be a positive role model to employees at all levels of the organization, specifically related to professionalism, diplomacy, confidentiality, and ultimate respect related to all company-related interactions.

### **What qualifications are required for this position?**

- Post-secondary diploma/degree in the field of Business Administration or Human Resources
- 3 years' experience within the field of Human Resources
- Ability for some travel to PRA's other locations in Newmarket and Montreal
- In- depth knowledge of ESA and all applicable labour laws
- Advanced skills utilizing Microsoft Office (Word, Excel, PPT, Outlook)

- Strong written and verbal communication skills, with the ability to handle escalated situations in both forums
- High degree of professionalism and the ability to remain diplomatic in challenging situations
- Demonstrated ability to maintain a high degree of confidentiality
- Strong organizational and administrative skills
- Ability to self-direct and problem solve
- Pass criminal background check

### **What is great about working for PRA Group Canada?**

- A competitive compensation program, including: 3 weeks' vacation to start, group health and dental program, pension plan, employee assistance program, and tuition reimbursement program
- Competitive Salary based on relevant experience, and annual bonus program
- Talent developmental opportunities for motivated and engaged employees
- Innovative organizational programs that recognize top performers within the Canadian team
- Positive work/life balance
- Complementary tea and coffee

### **What type of scheduling does PRA Group Canada offer?**

- This role is suitable for motivated individuals able to commit to a full-time schedule of 40 hours per week
- Monday to Friday, business hours, some flexibility may be required

### **What is the Application Process?**

**Please submit your cover letter and resume by Sunday, April 7, 2019 via email to:**

**[humanresources@PRA- Group.ca](mailto:humanresources@PRA-Group.ca)**

We thank all applicants for their interest; and will contact those selected to participate in the interview process.

We are compliant with Accessibility for Ontarians with Disabilities Act (AODA) legislation.  
Accommodations will be provided upon request.