

Human Resources Manager

Accencis Management Inc

Job ID
51116

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LOCATION	DATE POSTED	EXPIRY DATE	
90 Performance Drive, Unit 203, Richmond Hill, ON Ontario	14-08-2026	10-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 120000	5 year or more	Bachelor's degree

Job Details

About the Company:

Accencis Group is an umbrella company that conceptualizes, develops, franchises, operates and maintains different companies within the food and hospitality industry. We are a fast-growing Canadian franchisor and brand management company, dedicated to accelerating growth, empowering partners, and spearheading sustainable expansion. Since 2019, we've built a diverse, multi-branded portfolio spanning over 10 distinct brands and + restaurants across Canada.

About the Role

We're looking for an experienced Human Resources Manager to lead our HR function from our Richmond Hill office. Reporting to General Manager, you'll own the full employee lifecycle and act as a trusted advisor to leadership on everything from workforce planning to employee relations.

Job Duties

- Lead full-cycle recruitment: workforce planning, job postings, interviewing, offers, and onboarding
- Administer employee development, performance management, and occupational health and safety programs
- Serve as the primary point of contact for employee relations matters, including investigations and conflict resolution
- Ensure organizational compliance with applicable employment legislation, including the Employment Standards Act 2000, the Human Rights Code, and related Ontario legislation
- Develop, update, and communicate HR policies and the employee handbook
- Design and deliver training, development, performance review, benefits, and leave programs
- Advise the leadership team on organizational design and retention
- Maintain the human resources information system, employee records, and human resources reporting

Requirements

- Bachelor's degree or diploma in Human Resources, Business Administration, or a related field
- 5+ years of progressive HR experience, including at least 2 in a management or senior generalist role
- Demonstrated working knowledge of Ontario employment legislation
- Demonstrated experience handling sensitive employee relations issues with discretion and sound judgment
- Proficiency with HRIS and payroll platforms
- Excellent written and verbal communication skills in English

- CHRP or CHRL designation is an asset

Join us at Accencis Group where your leadership in human resources will directly contribute to building a vibrant team dedicated to delivering exceptional experiences in the food and hospitality industry!

How to Apply

Apply by emailing careers@accencisgroup.ca

Email subject "Job Application: Human Resources Manager"

Applications will be reviewed on a rolling basis until the position is filled.

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