

People & Culture Manager

Job Status: Full time, salaried
Reports to: VP Corporate Affairs

SUMMARY

TAS's People & Culture Manager plays a critical role as the day-to-day lead on team member experience. The candidate should be energetic, proactive, agile and able to deliver on the details that matter in a fast-paced scaling environment. They must bring a collaborative performance orientation and excellent interpersonal skills to the role. This is a great opportunity to establish robust people and culture practices at TAS as it aims to build the best team in the industry.

SKILLS AND COMPETENCIES

- Bachelor's degree is required; additional post-graduate degrees, diplomas and certificates are considered assets
- Over five years of relevant and progressive work experience, ideally including scaling and/or complex multi-stakeholder environments
- High emotional intelligence and interpersonal skills, able to build and maintain relationships, influence and be a trusted advisor at all levels
- Business acumen and an ability to connect people/ideas to advance strategic objectives
- Strong analytical skills with capacity to synthesize information/data, articulate insights, recommend and execute related implementation plans
- Knowledge of portfolio-relevant best-practices, laws and regulations
- Demonstrated experience creating and implementing processes, systems and tools, ideally in a scaling work environment
- Performance orientation
- A team player who can also work independently
- Highly organized, rigorous and detail-oriented
- Excellent verbal and written communication skills
- High degree of self-accountability and ability to operate with a sense of urgency when required
- Good humour and grace under pressure
- Ability to multitask and prioritize with agility in a fast-paced environment
- Proactive and confident with a polished and professional style
- Tactful and diplomatic with sound judgement and discretion

ABOUT

TAS is the community-focused, mixed-use developer that is deeply committed to building resilient urban villages founded on sustainable connections to food, family and future. Entrepreneurs for the public good, TAS cultivates long-term relationships with communities to ensure our positive impact extends well beyond the footprint of our buildings. Our office is a lab where a growing team of passionate experts and external partners experiment with new ways of programming and building to solve our city's most pressing needs. This ambition evolved from TAS's 35-year history of delivering homes, offices and ultimately, solid returns on investment. TAS has completed five major projects, including DUKE and M5V condos. We have 16 properties—totaling over four million square feet—in various stages of development and value-add redevelopment, delivering a diverse portfolio of commercial office and retail space, alongside a mix of long-term rental and for-sale condominium units. TAS is a Certified B Corporation and a founding member of the SVX Social Impact Investment Platform.

RESPONSIBILITIES

- Activate Culture Code through education and communications programs
- Manage people and culture strategies:
 - Attraction, sourcing and selection
 - Hiring and onboarding
 - Performance management
 - Total rewards (salary, bonus, incentives and benefits)
 - Team member experience, relations and internal communications
 - Training, learning and development
 - Separation
- Support the Finance Team's management of people related administration (e.g. payroll, benefits) and legal compliance
- Recommend and implement processes, systems and tools to improve people and culture practices
- Execute select corporate events and special projects as requested
- Execute select brand/communications projects and/or strategies as requested (e.g. government relations, community engagement etc.)
- Embody TAS Culture Code tenets i.e. be collaborative, innovative, a performance fanatic and committed to multipurpose impact

APPLICATION PROCESS

Candidates should email their resume and cover letter together in one PDF document to: careers@tasdesignbuild.com quoting the position in the email subject line.

No telephone inquiries please. We thank all applicants, however, only those selected for an interview will be contacted.

This posting will remain active until the position is filled.