



Implementation Manager Posting

Since 1994 HRWARE has been a distributor of leading Human Resource Management Solution (HRMS) systems in Canada. Based in Brampton, Ontario, we have wide ranging HRMS technology experience and a broad spectrum of Human Capital Management expertise. Our sole focus is on Human Resources and Payroll. We have serviced some of the best know companies in Canada. Our corporate culture is one which strives for excellence in all that we do, with special attention paid to providing a superior level of customer service to the delight of our clients.

The Position

HRWARE is looking for an Implementation Manager who would provide implementation assistance to new and existing clients. Working in a highly professional and competitive environment, all activity and behaviour is focused on the best interest of both the client and the company.

Key Responsibilities and Accountabilities

1. Develop and maintain an open attitude of continuous learning.
2. Understand, and adopt HRWARE's Client Management Lifecycle, with special attention to HRWARE's delivery process and the role of the Implementation Manager within this process.
3. Continually learn the functional capabilities of the various systems including HR, Payroll & Time & Attendance.
4. Learn and understand the technical environment in which the system operates.
5. Assist with testing and quality assurance during implementations.
6. Assist with enhancing and updating implementation & training documentation as and when necessary.
7. Identify revenue generating opportunities from existing clients and make appropriate recommendations.
8. Develop strong relationships with key existing clients, and assist with the development and nurturing of reference sites.
9. Provide training and instruction on HRWARE products to new and existing clients
10. Additional duties as directed by the Manager of Client Services.

Qualifications

- University Degree or College Diploma
- CHRP and/or CPA designations an asset
- 2 - 5 years previous work experience in the area of Human Resources or Payroll
- Excellent English communication skills (written and spoken)
- Bilingualism (English & French) an asset
- Strong multi-tasking and time management/priority setting skills
- Fast learner/quick study with technology and applications
- Self-starter, motivated, independent thinker
- Ability to work in a fast-paced, deadline-driven environment.

If you are interested in applying for this position, please forward your resume to: careers@hrware.com