



JOB DESCRIPTION

Title:	Human Resources Generalist (contract with benefits)
Department:	Human Resources
Reports to:	Vice President, Human Resources

Overall Scope of Position:

Located in central Mississauga, BorderWare Technologies (www.borderware.com), an industry leader in providing Internet Messaging Security Solutions with approximately 100 employees world wide, is seeking an individual on a contract basis for 12-14 months to coordinate and initiate, in partnership with the VP, HR, all HR related activities for the organization on a global scale. These activities include but are not limited to: recruitment, compensation, benefits, health & safety, administration, providing consultative advice and services to employees and managers, and all other HR related programs (recognition, retention, and culture).

This is an excellent opportunity for someone who enjoys rolling up their sleeves and being involved in all aspects of HR within a small, yet fast paced company environment. The culture of BorderWare is “work hard play hard” where deadlines are tight, priorities shift, yet everyone needs and enjoys having a little fun along the way. BorderWare’s strengths are its People and Product (P&P)!

This position is a 12-14 month contract with benefits (health, dental & vision). The start date for this position is mid October, 2008.

Requirements:

- 3 years work experience in HR in a similar corporate environment.
- Previous experience recruiting technical professionals.
- Excellent problem solving, multi-tasking, and organizational skills a must.
- Exceptional communication and interpersonal skills.
- Solid working knowledge of Microsoft Office (Word, Excel, Outlook and Powerpoint).
- Must be thrive and enjoy working in a fast-paced environment.
- College or University Degree in HR related program.

Interested candidates are asked to email resumes to: careers@borderware.com citing the position title in the subject line. We thank all those interested, however only those whom we wish to contact for further discussion with be contacted.