



Director, Human Resources

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Industries:</u>	Consumer Packaged Goods, Logistics, Distribution, Retail
<u>Job Type:</u>	Full Time- Contract
<u>Years of Experience:</u>	8-10 Years
<u>Education Level:</u>	University or College

Job description:

Thomas, Large & Singer Inc. (TLS) is currently seeking a **Director, Human Resources** to join our HR team for a **14-month contract** to cover a maternity leave. This position will report into our President.

The Director of Human Resources is responsible for the collaborating on the strategic direction and initiatives of the organization. This includes development and oversight of all HR programs, procedures, and guidelines to help align the workforce with the strategic goals of the company. The HR Director provides day-to-day management of responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, recruiting, training and development, benefits, compensation, performance management and organizational development. The position will be based out of our head office in Markham, Ontario and will require travel to the warehouse on a biweekly basis.

Key Responsibilities:

- Manage the recruitment process using best hiring practices and procedures necessary to recruit and hire a superior workforce
- Reviews candidate resumes as required, conducts pre-screening and interviews, and provides feedback to hiring managers
- Manage overall staff head count and work with department leaders to prepare for new roles in the organization
- Oversee processing of company-wide payroll
- Manage compensation projects ie. Pay Equity, Performance Management, as well as company wages and salary structure
- Provide leadership and strategic direction to management team on topics including coaching and developing team members
- Manage all training and development initiatives
- Oversee pension (RPP) & benefits administration, including managing relationships with all benefits providers
- Recommends changes to Executive leadership in benefits offerings, aimed at employee satisfaction and retention
- Oversee Health & Safety initiatives in the organization – including the WSIB Excellence Program, Health & Safety teams, First Aid etc.

- Develop strategic initiatives to improve the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction
- Complies with all existing government and labor law requirements and provide support to staff and management to keep the organization compliant

Required Skills:

- 8-10 years of professional HR experience in progressive roles
- Holds a valid Human Resources Professional designation (CHRP, CHRL)
- University degree in relevant field
- General knowledge of employment laws and practices
- Leadership experience in managing teams and experience in all areas of HR
- Detail oriented individual with excellent organizational skills
- Effective communication skills along with the proven ability to exercise sound judgment, tact, and discretion to navigate complex situations
- Proven ability to establish and maintain effective working relationships and provide influential expertise to internal and external stakeholders and senior leaders
- Strong authentic leadership and emotional intelligence
- Effective interpersonal, conflict management, facilitation, and mediation skills
- Ability to work effectively independently and in a team, set priorities, identify needs, and provide direction and leadership to a project team

What Is In It For You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with, and our people are AWESOME!
- **Flexible work environment.** Ability to work from home 2-3 days per week.
- **Competitive compensation package** We get it – money isn't everything, but it's still a very important factor.
- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining

To apply for this position please send your resume to: HR@tlscanada.com

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About Us:

Thomas, Large and Singer Inc. provides Canada wide consolidated distribution services to many leading brands. Combined logistics allows these brands to take advantage of TLS' warehousing and freight synergies while the brand owner maintains control of their pricing, sales and trade marketing plans. TLS' proprietary IT systems allow each brand owner real time control of their strategies in the Canadian market. TLS also provides sales brokerage services to companies wishing to supply private label products to Canada's retail grocery chains as well as industrial ingredient sales to relevant industrial manufacturers. TLS has been servicing the needs of the Canadian consumer for over 100 years. TLS currently provides services to several CPG manufacturers including Post Foods, Tetley, Tim Horton's, Perfetti Van Melle and many others. TLS also operates a public warehouse to support the distribution of our products.

To find out more, please go to our website www.tlscanada.com