



HR Generalist

<u>Company:</u>	Emblem Logistics Inc.
<u>Location:</u>	Brampton, Ontario
<u>Job Type:</u>	Full Time Employee
<u>Experience:</u>	3-5 years
<u>Education:</u>	University Degree or College Diploma

General Job Description

Emblem Logistics (ELI) is currently seeking an energetic **HR Generalist** to join our growing team.

The Human Resources Generalist administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company. This role provides day-to-day management of responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

The role is based in our Brampton location and requires work to be completed in both the office and warehouse environments. Occasional travel to and from our Markham head office is required.

Performing the responsibilities of the HR Generalist role requires providing HR Services during regular weekday working hours, as well as occasional evening and weekend work to assist all shifts in the organization.

Duties and Responsibilities:

- Manages the recruitment process using best hiring practices and procedures necessary to recruit and hire a superior workforce
- Reviews candidate resumes, conducts pre-screening and interviews, and provides feedback to selection managers/directors
- Prepares employment contracts, employment letters, and other employee documents as requested
- Onboarding of new hires at all levels of the organization
- Coordinate with all shift managers regarding outstanding payroll items.
- Review and approve all timecards for hourly employees
- Coordinate and assist with tracking of sick and vacation time for all staff
- Partners with management & HR Director to communicate Human Resources policies, procedures, programs, and laws to all staff
- Conducts investigations when employee complaints or concerns are brought forth

- Advise managers and supervisors about the steps in the progressive discipline process
- Provides day-to-day benefits administration services. Assists employees with any claim issues
- Develop and schedule benefits orientations and other benefits training
- Complete required paperwork and follow ups regarding Leaves of Absences and disability or WSIB claims
- Manage Joint Health & Safety program & committee at warehouse
- Maintains records of injuries, illnesses, and workers' compensation claims through WSIB
- Manage WSIB Excellence program
- Protect the interests of employees and the company in accordance with company Human Resources policies and government laws and regulations
- Maintain working knowledge of all applicable legislation relevant to staff and any industry requirements

Key Qualifications:

- General knowledge of employment laws and practices
- 3-5 years of professional experience
- Experience in the administration of benefits and compensation programs and other Human Resources programs
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping
- Effective oral and written communication
- Excellent interpersonal and coaching skills
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills
- University degree in related field
- Human Resources Professional designation (CHRP, CHRL)

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 1 day per week.
- **Competitive compensation package (salary & bonus).** We get it – money isn't everything, but it's still a very important factor.
- **Benefits** – Health & Dental, Life Insurance, Disability Insurance, Parameds – Massage!
- **Pension Matching** (after 1 year – employees put in 5% and TLS matches with 5%)
- **Tuition and professional fees** reimbursement.

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.

Emblem Logistics 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 Thomas, Large & Singer Inc.

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing, to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

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

About Emblem Logistics Inc.

Emblem Logistics, a wholly-owned subsidiary of Thomas, Large & Singer, is the warehousing and distribution arm of TLS. Established in 1972, Emblem provides customizable warehousing and distribution solutions to our clients and co-packing services. The facility was relocated to Brampton in 2015 and has 75 dock doors and 587,000 sq. feet in total capacity.

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