



Human Resources Administrator

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Job Type:</u>	Full Time
<u>Experience:</u>	1-2 years
<u>Education:</u>	University Degree or College Diploma

General Job Description

Thomas, Large & Singer Inc. (TLS) is currently seeking an energetic **Human Resources Administrator** to join our team.

The HR & Office Administrator plays a key role in supporting the Human Resources function by providing comprehensive administrative, coordination, and organizational support to the HR team. Reporting directly to the Sr. Director, Human Resources, this role contributes to the employee experience and overall operational effectiveness by managing HR documentation, supporting recruitment and onboarding activities, maintaining compliance tracking, and coordinating employee programs and communications. In addition, the role ensures smooth office operations by overseeing essential administrative tasks, inventory, vendors, and general office coordination.

Summary of Duties and Responsibilities:

Human Resources Administration

- Maintain and update employee records, HR databases, personnel files, and confidential documents.
- Support recruitment activities including posting job ads, screening resumes, coordinating interviews, and conducting reference checks.
- Prepare and support onboarding and offboarding processes, including documentation, orientation scheduling, and system access coordination.
- Assist with HR initiatives such as performance management cycles, employee engagement activities, policy updates, and training program coordination.
- Maintain HR compliance documentation, tracking requirements such as certifications, health & safety records, and policy acknowledgments.
- Prepare HR reports, metrics, and summaries for the Sr. Director, Human Resources.
- Respond to employee inquiries and provide front line HR support, escalating issues appropriately.
- Coordinate employee events, celebrations, programs, service awards and recognition initiatives.
- Support internal communications by drafting announcements, organizing distributions, and assisting with HR related updates.
- Help implement initiatives that support a positive, inclusive, and productive workplace culture.



Office Administration

- Oversee daily office operations, including ordering supplies, maintaining inventory, and managing office equipment.
- Manage shipping, receiving, courier arrangements, and vendor interactions as needed.
- Manage building portals such as submitting tickets for maintenance, parking access, and facility issues.
- Manage main line calls and assist visitors in the office
- Serve as the primary point of contact for general office inquiries and ensure a professional, well-organized environment.

Key Qualifications:

- Diploma, certificate, or degree in Human Resources, Business Administration, or a related field (HR focus strongly preferred).
- 1–2 years of experience in HR administration, recruitment coordination, or office administration, preferably in a fast paced, multi department environment.
- Ability to quickly learn new systems, platforms, and internal workflow tools.
- Strong understanding of HR processes such as recruitment, onboarding, compliance tracking, employee file management, and policy administration.
- Ability to maintain confidentiality and handle sensitive information with the highest level of discretion.
- Strong written and verbal communication skills with the ability to interact professionally with employees at all levels.
- Customer service mindset with a positive, approachable, and solutions-oriented attitude.
- Demonstrated initiative and willingness to support evolving HR and office needs.
- Adaptable and comfortable in a dynamic environment with shifting requirements.
- Professional, reliable, and aligned with supporting positive employee experience.

What's 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.
- **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.

Interested candidates may apply by email to Human Resources, HR@tlscanada.com with your resume and salary expectations.

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. Accommodation is 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